TRAINING GUIDE

MIDLANDSTECH.EDU

MAY | JUN | JUL | AUG 2023

NEED A BIGGER BOAT?

Cybersecurity Analysts
help prevent attacks

PAGE 07

"Hang on, help is on the way"

Certified Nursing Assistants
save the day every day

PAGE 15

A Real Mouth Full

Full-Stack Web Developers
can do it all

PAGE 09

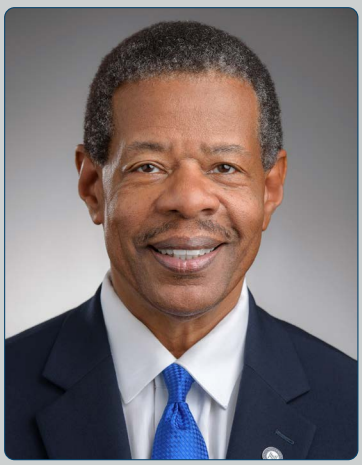
Just Another Day at the Beach

Accounting and Payroll Specialists
keep the office running smoothly

PAGE 26

MIDLANDS
TECHNICAL COLLEGE

Welcome to MTC



Whether you are looking for a great career or to enhance your current skills to be competitive in our global society, I am certain that you will find enrolling at MTC to be one of your best decisions.

Here at MTC, your personal goals are the starting point as we assist you in planning a program of study that helps you design your future. We listen to your needs, and when we say "You can get anywhere from here," it means that every option is available to you.

Please take some time to explore all of the services and programs MTC has to offer you.

I look forward to seeing you on campus!

Best wishes,

Ron

Dr. Ronald L. Rhames '78
President | Midlands Technical College

WHAT'S INSIDE THIS TRAINING GUIDE?

This TRAINING GUIDE outlines the training programs available in the next few months. Train for in-demand careers quickly or advance in your current career.

Training programs can be completed in a matter of weeks or months. These are not eligible for federal financial aid, but they may qualify for other scholarships and grant funding. Academic programs provide college credit, transfer to four-year colleges and universities, and are eligible for federal financial aid (FAFSA).

Learn more and view a full program list at MIDLANDSTECH.EDU/schools

STUDENT SUCCESS PATHWAY

We can help you get there.

Our training programs and courses can help you be ready for an in-demand career or advance your current career. THIS IS HOW YOU DO IT:

1 REVIEW TRAINING PROGRAMS AND REGISTER AT MIDLANDSTECH.EDU/schools

- > Learn about program commitments and career opportunities
- > Check out the QuickJobs webpage for any upcoming scholarship info sessions at MIDLANDSTECH.EDU/programs-and-courses/quickjobs
- > Contact Training Registration if you have questions or need guidance at 803.732.0432

2 PREPARE FOR YOUR CLASS

- > Check the Materials List for your class on the website
- > Complete any steps required before the first day

3 COMPLETE YOUR PROGRAM

- > Attend class regularly, study hard, and complete assignments
- > For Health Care classes, complete any necessary clinical work
- > Retrieve your MTC completion certificate by email

4 LOOK AT NEXT STEPS

- > Prepare for and take any applicable industry certifications to make yourself more marketable in the workplace

5 GET THE JOB OR ADVANCE IN YOUR CAREER

- > Use MTC Student Employment Services for resume writing and job searching
- > Register for another class to build on your skill set and credentials

MTC Corporate and Continuing Education
MIDLANDSTECH.EDU/TrainingStudentResources
803.732.0432 | CCE@midlandstech.edu

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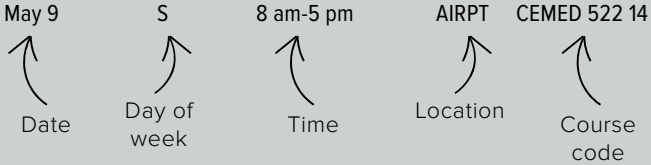
UNDERSTANDING COURSE LISTINGS

NAME OF COURSE
Course description and cost listed below name of course.



LOCATIONS

AIRPT
Airport Campus

BATES
Batesburg-Leesville Campus

BLTLN
Beltline Campus

CEOFS
Off-Campus Class

FF
Fairfield Campus

HARBN
Harbison Campus

HYBRID
Hybrid Class

LEMS
Lexington EMS

MAI
Midlands Audio Institute

NEAST
Northeast Campus

ONLINE OR CEONL
Online Class

RSDI
Richland School District One

VIRTUAL
Virtual Class

Articulation Courses | Courses with this symbol may provide exemption credit and/or advanced placement into an academic program at MTC, provided college entrance and other requirements are met. For further information, call 803.732.0432.

SCHOOL OF SCIENCE, INFORMATION TECHNOLOGY, ENGINEERING, AND MATH (STEM)

Within this school, you'll find training programs and courses in areas such as:

Beginning Computer Courses
Cloud Technology
Computer Support
Databases
Programming
Microsoft Office
Web Development and Print Media

Many courses are available online.
Academic degrees, diplomas, and certificates are also available in this school.

Learn more at MIDLANDSTECH.EDU/schools

COMPUTER SUPPORT

A+ IT TECHNICIAN

Learn to install, remove, upgrade, maintain, and troubleshoot computer hardware while building a computer using MTC's hardware kits in class. An essential course if you are, or want to be, an entry-level computer service technician. Prepare for the latest A+ certifications. $2999

May 1-May 12	MTWTh	9 am-4:30 pm	BLTLN	CEDST 528 06
	F	9 am-1 pm		
Jun 5-Jun 29	MTWTh	6 pm-9:45 pm	BLTLN	CEDST 528 70

NETWORK +

Acquire the fundamental skills and concepts used on the job in any type of networking career. Work with the major networking technologies and systems in use in modern PC-based computer networks as you prepare for the Network+ certification exam. $1999

May 22-Jun 2	MTWTh	9 am-4:30 pm	BLTLN	CENET 747 03
	F	9 am-1 pm		
Jul 10-Aug 10	MTWTh	6 pm-9 pm	BLTLN	CENET 747 51

SERVER+

Through hands-on practice, you will learn server architecture, administration, storage, security, networking, disaster recovery, and troubleshooting while preparing to sit for the CompTIA Server+ certification exam. $1999

Jun 12-Jun 22	MTWTh	6 pm-9:45 pm	HARBN	CENET 753 54

SECURITY+

Theft and destruction of intellectual property takes place despite the presence of firewalls, encryption, and corporate edicts. Prepare to implement and monitor security on networks, applications, and operating systems, and respond to security breaches, as you also prepare for the Security+ exam. Prerequisites: Basic Windows user skills and a fundamental understanding of computer and networking concepts, CompTIA A+ and Network+ certifications (or equivalent knowledge), and six to nine months' experience in networking, including configuring security parameters, are strongly recommended. $1999

May 1-May 11	MTWTh	6 pm-9:45 pm	NEAST	CESEC 664 79

LINUX+

Through hands-on practice, students will learn system administration skills for the Linux operating system and prepare for the CompTIA Linux+ certification. Gain the skills required to successfully install, operate, and troubleshoot Linux servers in an enterprise environment. Topics covered include hardware and system configuration, systems operation and maintenance, security, troubleshooting and diagnostics, and automation and scripting. $1999

May 29-Jun 8	MTWTh	6 pm-9:45 pm	NEAST	CENET 746 65

CISCO CERTIFIED NETWORK ASSOCIATE (CCNA)

Prepare to take the exam for the Cisco Certified Network Associate (CCNA) certification. Learn the skills required to successfully install, operate, and troubleshoot a small- to medium-size enterprise network. Topics covered include LAN switching technologies, IP routing technologies, IP services, troubleshooting, WAN technologies, wireless, cloud services, and software defined networking. $3495

Jun 26-Jul 27	MTWTh	6 pm-9:45 pm	NEAST	CENET 751 54

ITIL FOUNDATION

ITIL provides a systematic approach for IT service management using ITIL's best practices and components for delivering IT services to customers. This course is outlined to teach ITIL's Foundational principles and dimensions for managing the many services various IT organizations deliver. ITIL Foundation is a global standard for IT service management. It provides IT leaders, practitioners, and support staff with a practical understanding of the key concepts of ITIL. This course prepares the student to take the ITIL 4 Foundation certification exam. Familiarity with information technology terminology and/or IT related work experience is recommended. $1595

May 8-May 11	MTWTh	6 pm-9 pm	HARB	CEPMG-575-53
Jun 12-Jun 13	MT	9 am-4 pm	NEAST	CEPMG 575 02
Aug 8-Aug 17	MTWTh	6 pm-9 pm	HARBN	CEPMG 575 54

SCHOOL OF SCIENCE, INFORMATION TECHNOLOGY, ENGINEERING, AND MATH (STEM)

COMPUTER SUPPORT

CAREER SPOTLIGHT

COMPUTER TECHNICIAN

Computer technicians provide technical assistance to computer users and resolve computer problems for clients in person, via telephone, or electronically. They also may provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems. Train for a career repairing and maintaining computers and network servers in almost any small or large business or government environment.

REQUIREMENTS	HOURS	COST
A+ IT Technician	60 hours	$2999
Network+	60 hours	$1999
ITIL Foundation	18 hours	$1595
	Total: 138 hours	$6,593

DESKTOP AND SERVER ADMINISTRATOR

Desktop and server administrators maintain network hardware and software, monitor networks to ensure availability to all users, and perform necessary maintenance to support network availability. They plan, coordinate, and implement network security measures in data centers and with cloud-based services.

REQUIREMENTS	HOURS	COST
Complete all courses in the Computer Technician program above, plus:		
Server+	30 hours	$1999
Cloud+	30 hours	$1999
Security+	30 hours	$1999
	Total: 228 hrs	$12,590

ADVANCED DESKTOP AND SERVER ADMINISTRATOR

Take your understanding of computer systems to the next level with this advanced certificate on infrastructure, security, and network configurations, and earn more than $36 an hour on average.

REQUIREMENTS	HOURS	COST
Complete all courses from the Computer Technician and Desktop and Server Administrator programs above, plus:		
Linux+	30 hours	$1999
Cisco Certified Network Associate (CCNA)	60 hours	$3495
	Total: 318 hrs	$18,084

DATABASE DESIGN

Is your database efficient and easy to work with? Learn the theory behind relational databases, entity relationship diagrams, and normalization of data and plan the design of a database. $199

May 1	M	9 am-4 pm	HARBN	CEDBS 614 01
Jun 7-Jun 8	WTh	6 pm-9 pm	HARBN	CEDBS 614 58

SQL

This course prepares the novice database user to use generic SQL (Structured Query Language) to retrieve, store, and manipulate data from any relational database. The course will progress quickly through fundamental concepts and move into advanced SQL concepts such as nested queries, tables, and data manipulation as well as indexing. $499

May 15-May 16	MT	9 am-4 pm	HARBN	CEDBS 590 25
Jul 10-Jul 13	MTWTh	6 pm-9 pm	HARBN	CEDBS 590 55

BUSINESS INTELLIGENCE 1

Organizations use reporting tools to access data sources and generate customized reports. Crystal Reports® 2016 helps you build advanced reports with ease, presenting complex information in an understandable way. Crystal Reports® 2016 enhances report building and report processing techniques with a variety of features that add value to a presentation. In this course, you will create a basic report by connecting to a database and modifying the report's presentation. $599

May 17-May 18	WTh	9 am-4 pm	HARBN	CEDBS 588 14
Jul 17-Jul 20	MTWTh	6 pm-9 pm	HARBN	CEDBS 588 51

BUSINESS INTELLIGENCE 2

The creation of data-backed visualizations is a key way a data scientist, or any professional, can explore, analyze, and report insights and trends from data. Tableau® software is designed for this purpose. Tableau® was built to connect to a wide range of data sources, and allows users to quickly create visualizations of connected data to gain insights, show trends, and create reports. In this course, you will visualize data with Tableau®. $599

May 22-May 23	MT	9 am-4 pm	HARBN	CEDBS 645 11
Jul 24-Jul 27	MTWTh	6 pm-9 pm	HARBN	CEDBS 645 61

SQL SERVER DATABASE SERVICES

Create queries to retrieve, add, update, and maintain database data. Work with data sorting, built-in functions, stored procedures, subqueries, table operators, set operators, conditional operators, views, indexes, and error handling features of SQL Server 2012. $899

May 22-May 31	MTWTh	9 am-4 pm	HARBN	CEDBS 641 60
Jul 31-Aug 10	MTWTh	6 pm-9 pm	HARBN	CEDBS 641 15

SCHOOL OF SCIENCE, INFORMATION TECHNOLOGY, ENGINEERING, AND MATH (STEM)

DATABASES

DATABASE PRODUCTIVITY LAB

Design a working database, queries, forms, and reports. This hands-on session provides the review and practical application needed to pull the courses in the Database Analyst Certificate Program together and fine-tune your new database management skills. You must successfully complete in order to receive the Database Analyst Certificate. Prerequisites: Access (Introduction, Intermediate and Advanced), Database Design, SQL (Introduction), Crystal Reports (Introduction), and SQL Server Database Services. $199

Jun 5	M	9 am-4 pm	HARBN	CEDBS 626 04
Aug 14-Aug 15	MT	6 pm-9 pm	HARBN	CEDBS 626 74

POWER BI

Power BI is a widely used business analytics service offered by Microsoft. In this program, You will learn how to harness Power BI as a complete data analysis and report creation tool and streamline and better understand your data. Create charts, maps and other visuals to see your data in real-time. $495

Jun 5 – Sep 1	ONLINE	CEUGC 523
July 4 – Sep 29	ONLINE	CEUGC 523

CLOUD TECHNOLOGY

CLOUD+

Learn about cloud concepts and models, virtualization, infrastructure, resource management, security, and business continuity in the cloud. Acquire the knowledge and best practices required of IT practitioners working in cloud computing environments as you prepare for the Cloud+ CompTIA certification. $1999

Jun 26-Jul 13	MTWTh	6 pm-9:45 pm	HARBN	CEMCS 718 74

BEGINNING COMPUTER COURSES

ORGANIZING COMPUTER FILES

Do you have trouble organizing digital photos, documents, and downloads on your computer? Learn to use file management in the Windows environment. The topics include creating and working with folders, finding files, cut, copy, paste, and more. $199

May 2	T	9 am-4 pm	HARBN	CEBEG 534 34
Jun 19-Jun 21	MW	6 pm-9 pm	NEAST	CEBEG 534 55

CAREER SPOTLIGHT

DATABASE ANALYST

In today's workplace, managers, programmers, and professionals need database skills. Without question, effective understanding, management, and analysis of data is a key to success for business professionals at all levels.

REQUIREMENTS	HOURS	COST
Excel, Introduction	12	$299
Excel, Intermediate	12	$299
Excel, Advanced	12	$299
Database Design	6	$199
Access, Introduction	12	$299
Access, Intermediate	12	$299
SQL	12	$499
Access, Advanced	12	$299
Business Intelligence 1	12	$599
Business Intelligence 2	12	$599
SQL Server Database Services	24	$899
Database Productivity Lab	6	$199
Agile Fundamentals	18	$699
Total: 162 hrs		$5,487

CAREER SPOTLIGHT

CYBERSECURITY ANALYST

A cybersecurity analyst (also called information security analyst) is a professional trained to detect and prevent attacks to their organization systems or network. They closely monitor threats and their organization's networks for any breaches in security. This may involve installing software and encryption, reporting breaches or weak spots, researching IT trends, educating the organization on security, and even simulating security attacks to find potential vulnerabilities.

Prerequisites: Five years of networking experience or program approval. See https://bit.ly/3b5ZPBq for further information regarding prerequisites.

REQUIREMENTS	HOURS	COST
Security+	30	$1999
PenTest+	30	$1999
Cybersecurity Analyst (CySA+)	30	$1999
Total: 90 hrs		$5997

SCHOOL OF SCIENCE, INFORMATION TECHNOLOGY, ENGINEERING, AND MATH (STEM)

MICROSOFT OFFICE

ACCESS, INTRODUCTION

Take away the mystery of database design in Access by creating, designing, and editing tables. Learn to create simple queries and filters and develop the skills to design simple forms and reports. $299

May 3-May 4	WTh	9 am-4 pm	HARBN	CEDBS 620 01
Jun 12-Jun 15	MTWTh	6 pm-9 pm	HARBN	CEDBS 620 55

ACCESS, INTERMEDIATE

Learn about database normalization, relationships, referential integrity, and analyzing tables. Explore complex queries with joins, parameters, calculated fields, and summarizing and grouping values. Work with action queries and finding unmatched or duplicate records. Learn to create advanced reports with calculated fields and enhanced control formatting and data bars. $299

May 8-May 9	MT	9 am-4 pm	HARBN	CEDBS 623 01
Jun 19-Jun 22	MTWTh	6 pm-9 pm	HARBN	CEDBS 623 55

ACCESS, ADVANCED

Learn more advanced form design with sub-forms, tab pages, and navigation forms. Import, export, and link external data and perform a Word mail merge with Access data. Learn how to have a more turnkey database with macros, VBA programming, and switchboards. Learn about database management topics like dependencies, documenting, compacting, repairing, splitting, security, and converting into ACCDE. $299

May 10-May 11	WTh	9 am-4 pm	HARBN	CEDBS 624 01
Jun 26-Jun 29	MTWTh	6 pm-9 pm	HARBN	CEDBS 624 55

EXCEL, INTRODUCTION

Learn how to create effective and efficient worksheets using formulas, common functions, formatting, and printing. Microsoft Excel is required for online classes. $299

May 8-May 17	MW	6 pm-9 pm	NEAST	CESDS 602 66
May 15-May 26			ONLINE	CESDS 602 67I
May 29-Jun 1	MTH	9 am-4 pm	HARBN	CESDS 602 03

EXCEL, INTERMEDIATE

Learn specialized functions, like IF, COUNTIF, and DSUM, and how to effectively analyze, sort, filter data, create outlines, subtotals, range names, and work with tables. Display data more visually in charts, Pivot tables, and charts and work with slicers and templates. Microsoft Excel is required for online classes. $299

May 29-Jun 7	MW	6 pm-9 pm	NEAST	CESDS 610 68
Jun 5-Jun 16			ONLINE	CESDS 610 69I
Jun 12-Jun 14	MW	9 am-4 pm	HARBN	CESDS 610 01

EXCEL, ADVANCED

In this course, you will work with multiple worksheets, use LOOKUP functions and formula auditing, share and protect workbooks, automate workbook functionality with data validation and macros, create spark lines, and map data, and work with data tables, scenarios, goal seek, and forecasting data trends. Microsoft Excel is required for online classes. $299

Jun 19-Jun 21	MW	9 am-4 pm	HARBN	CESDS 611 12
Jun 26-Jul 7			ONLINE	CESDS 611 64I
Jun 26-Jul 5	MW	6 pm-9 pm	NEAST	CESDS 611 65

OUTLOOK, INTRODUCTION

Make the most of your email communications. Learn to work with contacts and distribution lists. Find out how Outlook tasks can help with organization, and use the Outlook calendar to keep up with your busy schedule. $299

Jul 10-Jul 19	MW	6 pm-9 pm	NEAST	CESCH 708 54
Jul 10-Jul 19			ONLINE	CESCH 708 55I
Jul 31-Aug 2	MW	9 am-4 pm	HARBN	CESCH 708 17

WORD, INTRODUCTION

Learn everything you need to get started creating and editing documents, formatting, proofing, controlling page setup, and more. $299

Jul 11-Jul 13	TTh	9 am-4 pm	HARBN	CEWDP 593 16

CAREER SPOTLIGHT

OFFICE ADMINISTRATIVE SPECIALIST

This program offers a solid business communication foundation while also teaching the computer skills that are vital to every office career.

REQUIREMENTS	HOURS	COST
Word (Intro. and Interm.)	12 x2	$299 x2
Excel (Intro. and Interm.)	12 x2	$299 x2
Organizing Computer Files	6	$199
Outlook, Introduction	12	$299
Becoming a Customer Service Star	6	$259
Business Grammar	6	$259
Business Letter Writing	6	$259
Enhancing Your Professionalism	3	$125
Office Productivity Lab	6	$199
	Total: **93 hrs**	**$2,795**

SCHOOL OF SCIENCE, INFORMATION TECHNOLOGY, ENGINEERING, AND MATH (STEM)

MICROSOFT OFFICE

WORD, INTRODUCTION FOR SENIORS

A class especially for those age 60 and older who want to learn the basics of Microsoft Word, including creating and editing documents, formatting, printing, and more. $109

Jul 28-Aug 4 F 9 am-12 pm HARBN CEWDP 597 45

OFFICE PRODUCTIVITY LAB

Demonstrate your knowledge of office applications by creating documents and spreadsheets using the skills acquired in the program. To receive an Office Administrative Specialist Certificate, you must successfully complete this course. Prerequisites: Word (Introduction and Intermediate), Excel (Introduction and Intermediate), Organizing Computer Files, Outlook (Introduction), Computer Typing for Everyone and Becoming a Customer Service Star). $199

Aug 24 Th 9 am-4 pm NEAST CEMSO 516 21

WEB DEVELOPMENT AND PRINT MEDIA

SOURCE CONTROL WITH GIT

Learn about Source Control and using Git to manage code and programming files. Acquire the skills to confidently manage your code on both your personal computer and on remote repositories with GitLab. While GitLab is the Git server you will learn about in this section, all Git servers operate similarly. You will be able to translate the basics you learn in this course to any Git server of your choice. Be ahead of the curve when it comes to version control and understand the foundation of working in a programming environment by pushing and pulling your code within your own repository. $799

May 1-May 12 ONLINE CEWDV 584 031

FRONT END WEB DEVELOPER

Learn HTML, CSS, and JavaScript to structure web content and create semantically meaningful page structures. At the end of the course, you will create a well-developed website using HTML, CSS, and JavaScript. This instructor-interactive capstone will showcase and demonstrate the web development skills acquired throughout your course. $3995

May 15-Jul 21 ONLINE CEWDV 586 011

GRAPHIC DESIGN SOFTWARE ESSENTIALS CERTIFICATE

Learn how to use the features of Adobe Illustrator, Adobe InDesign and Adobe Photoshop, the industry standards used in graphic design. You are responsible for purchasing your own software for these courses. Trial versons of Adove software are sometimes available on the Adobe company website. $545

Jun 5-Sep 1 ONLINE CEUGC 529
Jul 4 – Sep 29 ONLINE CEUGC 529

PROGRAMMING

PHP AND MYSQL

Learn the basics of PHP, including using variables, logical expressions, and functions, while designing your own MySQL database. Develop a complete dynamic web application with site navigation, form validation, and a password-protected admin area. Explore real-¬world application and database development using PHP and MySQL. Prerequisites: HTML5, CSS3, and JavaScript. $2999

Jul 30-Sep 15 ONLINE CEWDV 568 201

CERTIFICATE IN BASIC GAME DESIGN

Games provide more than entertainment for organizations. This certificate provides you with an introduction to the design and development of both video and analog games with a particular focus on the use of games outside of consumer entertainment. This is the first step to understanding game design and creating your own games. $395

Jun 5 – July 28 ONLINE CEUGC 514

CAREER SPOTLIGHT

FRONT-END WEB DEVELOPER

Learn to design websites using HTML, CSS, and JavaScript. Develop sites implementing basic search engine optimization strategies to increase visibility.

REQUIREMENTS	HOURS	COST
Source Control with Git	15	$799
Front End Web Developer	96	$3995
Agile Fundamentals	18	$699
Total:	129 hrs	$5,493

FULL-STACK WEB DEVELOPER

Along with learning to design websites, learn the basics of PHP: use variables, logical expressions, and functions, and design a MySQL database. Develop a complete dynamic web application with site navigation, form validation, and a password-protected admin area.

REQUIREMENTS	HOURS	COST
Complete all courses from the Front-End Web Developer program above, plus:		
PHP and MySQL	60	$2999
Total:	189 hrs	$8,492

ENGINEERING, AND MATH (STEM)

Software engineer apprenticeships are here.

TAKE A FREE 90-MINUTE SCREENING. You don't need any experience or a college degree to be considered for this high-demand career.

STEP 1 | Take a free online screening.

This 90-minute screening is a proven way to find hidden talent that predicts success as a software engineer.

STEP 2 | Enroll in classes at no cost to you.

If you are selected, you will be enrolled in a 6-month training program at MTC at no cost to you. The training will provide a broad foundation for a career in software engineering.

STEP 3 | Earn a full-time, paid apprenticeship.

If you successfully complete the training, you will be paired with an employer for a full-time, paid apprenticeship with benefits. Throughout your two-year apprenticeship, you'll benefit from precision coaching to hone skills that position you for career growth.

Take the free 90-minute screening today.
www.createopp.com/Columbia

CREATE OPPORTUNITY

MIDLANDS TECHNICAL COLLEGE

catalyte

About Create Opportunity: Columbia

Create Opportunity Columbia is an initiative that increases the supply of high-demand software engineers through an assessment, training and apprenticeship model designed for individuals from diverse, non-technical backgrounds.

Create Opportunity Columbia is offered in partnership with Midlands Technical College (training partner), Catalyte (talent development platform partner), and Create Opportunity (managing partner).

Start a new career or move up to a better one

QUICKJOBS AT MTC

QUICKJOBS ARE CAREER TRAINING PROGRAMS developed for jobs where workers will be in high demand over the next decade. QuickJobs are designed to provide intensive and complete job training; prior experience in a field is not required.

Most programs only take a few months to complete, and some can be finished in a matter of weeks.

LOOK FOR THE **QUICKJOBS** SYMBOL TO IDENTIFY THESE PROGRAMS

TUITION ASSISTANCE OPTIONS

Tuition assistance may be available. Learn more at **MIDLANDSTECH.EDU/QuickJobs.**

If you are receiving unemployment benefits or eligible for WIOA, call your nearest SC Works Center and ask about tuition assistance for QuickJobs at MTC.

Richland | 803.978.0139 Lexington | 803.359.6131 Fairfield | 803.635.2812

More info @ **MIDLANDSTECH.EDU/QuickJobs | 803.732.0432**

Need Flexibility?

Online and Virtual Training

Classes taught by local instructors as well as online options through a network of qualified, national instructors from LERN and Ed2Go.

Business | Skilled Trades | Education | English and Humanties | Health Care | IT

View the complete list and enroll now.

MIDLANDSTECH.EDU/OnlineTraining

TUITION ASSISTANCE

A range of funding options are available to offset training costs.

OPTIONS INCLUDE:

> QuickJobs Scholarships

> Sallie Mae Smart Option Student Loan

> Military and Veterans Benefits

> Workforce Innovation and Opportunity Act (WIOA) Assistance

Learn more at MIDLANDSTECH.EDU/TrainingStudentResources

SCHOOL OF HEALTH CARE

Within this school, you'll find training programs and courses in areas such as:

Animal Care
Emergency Services
Direct Patient Care
Clinical Massage Therapy
Medical Information Management
Personal Trainer

Many courses are available online.
Academic degrees, diplomas, and certificates are also available in this school.

Learn more at MIDLANDSTECH.EDU/schools

EMERGENCY SERVICES

EMT BASIC

Students who successfully complete this course will be eligible to take the National Registry exam (included with tuition) sponsored by SC DHEC. Prerequisite: high school diploma or GED, and WIN assessment tests (Applied Mathematics, Reading for Information, and Locating Information) all with a minimum score of 3 or above. Test Scores must be submitted prior to registration (CCE Registration, Continuing Education, PO Box 2408, Columbia, SC 29202). Students must purchase the required uniform: black khaki pants, black polo shirt, black shoes, and black belt. $2395

May 6-Jul 29	S	8 am-5 pm	BLTLN	CEMED 635 76I
May 22-Aug 16	MW	6 pm-10 pm	AIRPT	CEMED 635 77I
Jul 5-Sep 27	MW	6 pm-10 pm	BLTLN	CEMED 635 78I
Jul 6-Sep 28	TTh	6 pm-10 pm	BLTLN	CEMED 635 79I

EMT EXAM REVIEW

This 24-hour EMT refresher course provides the NCCP National Component for EMT certification. This course is ideal for individuals who need one or more of the following: 1) continuing education hours for recertification, 2) documentation of remediation after three failed attempts on the NREMT cognitive exam, 3) a refresher course for NREMT re-entry after a lapsed certification, and/or 4) NREMT cognitive exam review. $495

May 17-May 26	MWF	8 am-12 pm	CEOFS	CEEMS 699 04I

BLS FOR HEALTHCARE PROVIDER CPR

BLS Healthcare Provider CPR/AED for adult, child, and infant is taught using the most current guidelines for healthcare providers and emergency response personnel. Qualification is good for two years. $79

May 13	S	8 am-5 pm	AIRPT	CEMED 522 56
Jun 3	S	8 am-5 pm	AIRPT	CEMED 522 57
Jun 17	S	8 am-5 pm	AIRPT	CEMED 522 58
Jul 8	S	8 am-5 pm	AIRPT	CEMED 522 59
Jul 22	S	8 am-5 pm	AIRPT	CEMED 522 60
Jul 29	S	8 am-5 pm	AIRPT	CEMED 522 61
Aug 12	S	8 am-5 pm	AIRPT	CEMED 522 62
Aug 26	S	8 am-5 pm	AIRPT	CEMED 522 63

FIRST AID

General principles of first aid covering medical emergencies, injury emergencies, and environmental emergencies according to American Heart Association and National Safety Council guidelines. $69

May 26	F	6 pm-10 pm	AIRPT	CEMED 521 77
Jun 16	F	1 pm-5 pm	AIRPT	CEMED 521 78
Jul 21	F	6 pm-10 pm	AIRPT	CEMED 521 79
Aug 25	F	1 pm-5 pm	AIRPT	CEMED 521 80

CPR or first aid training

Less than $80 each

Perfect for health care providers, emergency response personnel, and anyone who wants thorough personal training.

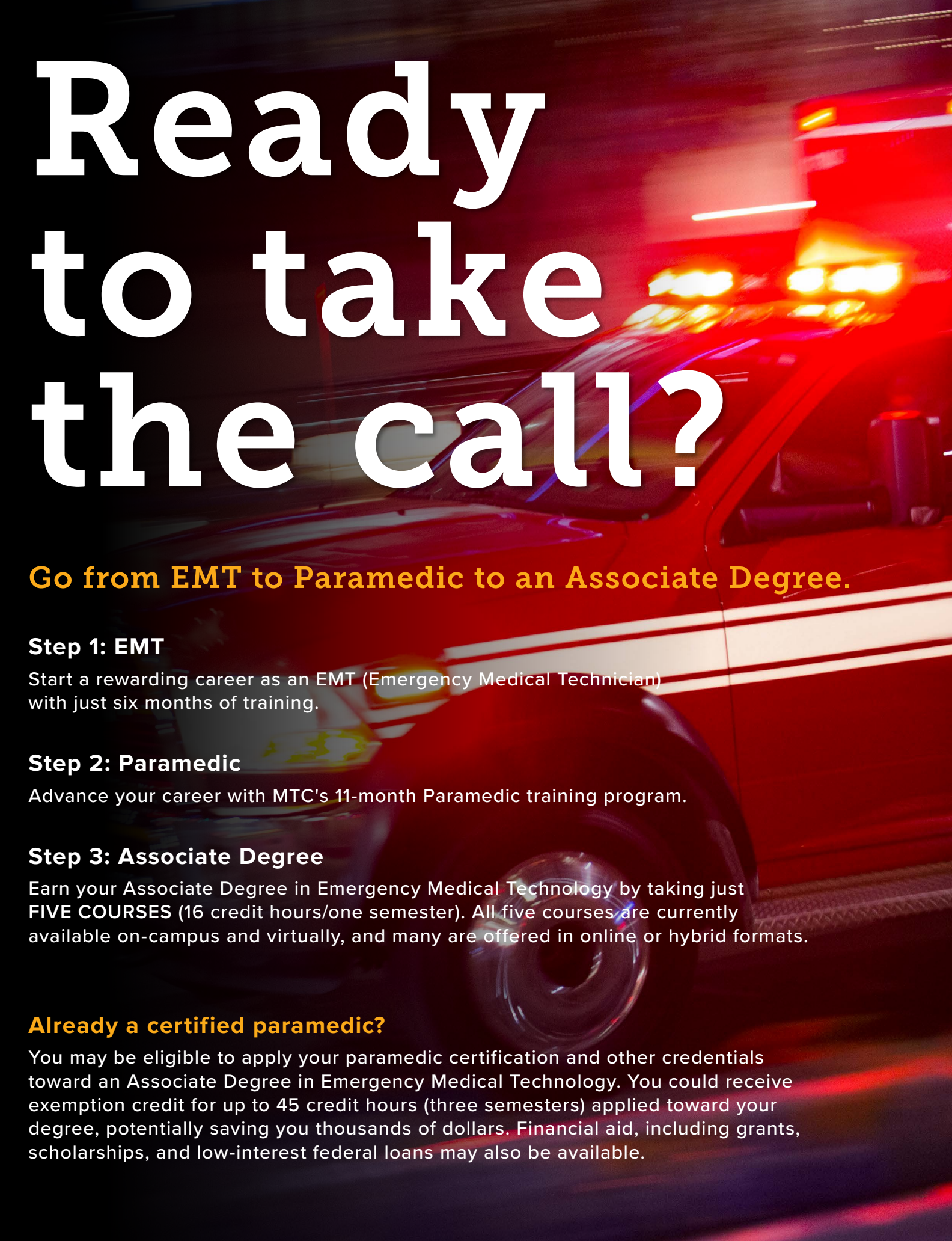
CPR | 8 hours | $79

In one Saturday, gain skills in Basic Life Support (BLS) in CPR/AED to assist adults, children, and infants in respiratory or cardiac distress. After successful course completion, gain certification that is good for two years.

FIRST AID | 4 hours | $69

In just a few hours, learn general principles of first aid to help people in a variety of emergency medical situations.

See listings on this page for course dates.



Ready to take the call?

Go from EMT to Paramedic to an Associate Degree.

Step 1: EMT

Start a rewarding career as an EMT (Emergency Medical Technician) with just six months of training.

Step 2: Paramedic

Advance your career with MTC's 11-month Paramedic training program.

Step 3: Associate Degree

Earn your Associate Degree in Emergency Medical Technology by taking just **FIVE COURSES** (16 credit hours/one semester). All five courses are currently available on-campus and virtually, and many are offered in online or hybrid formats.

Already a certified paramedic?

You may be eligible to apply your paramedic certification and other credentials toward an Associate Degree in Emergency Medical Technology. You could receive exemption credit for up to 45 credit hours (three semesters) applied toward your degree, potentially saving you thousands of dollars. Financial aid, including grants, scholarships, and low-interest federal loans may also be available.

HEALTH CARE

BASIC IV THERAPY

This four-hour course teaches health care professionals the knowledge and skills necessary to insert and maintain peripherally inserted catheters. The student will gain hands-on experience and will earn 0.4 CEUs upon successful completion. $129

May 19	F	12 pm-4 pm	AIRPT	CEMED 601 70I
Jun 23	F	12 pm-4 pm	AIRPT	CEMED 601 71I
Aug 25	F	12 pm-4 pm	AIRPT	CEMED 601 72I

CERTIFIED NURSE ASSISTANT (CNA)

This DHHS-approved course prepares students to sit for the Nurse Aide Competency Exam (included with tuition). Students receive training in basic nursing care through classroom lecture, simulated lab care, and hands-on clinical experience in a long-term care facility. Students must meet clinical requirements including background check, drug screening, and vaccination records. $1295

Jun 12-Aug 14	MTTh	6 pm-10 pm	AIRPT	CEMED 617 55I
May 15-Jun 15	MTWThFS	8 am-1 pm	HARBN	CEMED 617 57I
	Th	2 pm-4 pm		
Jun 26-Aug 3	MTWThFS	8 am-1 pm	HARBN	CEMED 617 59I
	Th	2 pm-4 pm		
May 15-Jun 15	MTWThFS	8 am-1 pm	AIRPT	CEMED 617 79I
	Th	2 pm-4 pm		
Aug 14-Sep 14	MTWThFS	8 am-1 pm	AIRPT	CEMED 617 80I
	Th	2 pm-4 pm		
Aug 14-Sep 14	MTWThFS	8 am-1 pm	HARBN	CEMED 617 81I
	Th	2 pm-4 pm		
Jun 26-Aug 3	MTWThFS	8 am-1 pm	AIRPT	CEMED 617 82I
	Th	2 pm-4 pm		
May 15-Jun 15	MTWThFS	8 am-1 pm	NEAST	CEMED 617 86I
	Th	2 pm-4 pm		
Jun 26-Aug 3	MTWThF	12 pm-5 pm	NEAST	CEMED 617 87I
	Th	5 pm-7 pm		
	F	5 pm-10 pm		
May 15-Jun 15	MTWThFS	8 am-1 pm	FF	CEMED 617 91I
	Th	2 pm-4 pm		
Jun 26-Aug 3	MTWThFS	8 am-1 pm	FF	CEMED 617 92I
	Th	2 pm-4 pm		
Aug 29-Nov 21	TTh	5 pm-9:30 pm	FF	CEMED 617 93I
May 13-Aug 12	S	8 am-5 pm	HARBN	CEMED 617 96I

EKG TECHNICIAN

The ability to read and recognize heart rhythms is the main function of the cardiac care technician. Students will receive hands-on experience in interpreting heart rhythms and arrhythmias. Topics also include anatomy and physiology of the heart, mechanics of the EKG machine, stress testing, and Holter monitoring. The course consists of 75 classroom hours and 45 lab hours. Clinical hours will vary. NHA CET exam included. $1595

Jun 5-Sep 18	MW	6 pm-9 pm	AIRPT	CEMED 658 10I
Aug 21-Dec 14	TTh	9 am-12 pm	NEAST	CEMED 658 11I

MEDICATION ADMINISTRATION

This course provides an overview of the philosophy of medication administration, as well as skills practice for four covered routes of administration: oral, subcutaneous, intramuscular, and intradermal. $150

Jun 16	F	1 pm-5 pm	AIRPT	CEMED 608 25I
Aug 18	F	1 pm-5 pm	AIRPT	CEMED 608 26I

PHLEBOTOMY TECHNICIAN

Learn to follow universal precautions, tie tourniquets, identify veins, and demonstrate knowledge and use of equipment necessary for drawing blood. The course includes 30 hours of lecture with 45 hours of simulation and clinical rotation hours. Successful completion of this course will prepare you for a career in a variety of health care settings in SC. NHA CPT exam included. $1195

May 10-Aug 2	MW	6 pm-9 pm	AIRPT	CEMED 560 19I
May 10-Aug 2	MW	9 am-12 pm	AIRPT	CEMED 560 20I
May 9-Aug 3	TTh	6 pm-9 pm	HARBN	CEMED 560 21I
Jun 13-Sep 5	TTh	9 am-12 pm	AIRPT	CEMED 560 22I
Aug 7-Nov 1	MW	6 pm-9 pm	FF	CEMED 560 23I
Jun 17-Sep 3	S	9 am-3:15 pm	HARBN	CEMED 560 24I
Jun 17-Sep 3	S	9 am-3:15 pm	NEAST	CEMED 560 25I
Jun 12-Sep 6	MW	6 pm-9 pm	NEAST	CEMED 560 26I
Jun 13-Sep 5	TTh	6 pm-9 pm	AIRPT	CEMED 560 27I
Aug 21-Nov 15	MW	6 pm-9 pm	HARBN	CEMED 560 28I
Aug 21-Nov 15	MW	9 am-12 pm	AIRPT	CEMED 560 29I

STERILE PROCESSING TECHNOLOGY

This course teaches students to prepare instruments/packages for processing, decontamination, ultrasonic cleaner disinfection, sterilization, and distribution. Anatomy and Physiology and Medical Terminology must be taken with a passing grade before taking the Sterile Processing Technology course. $995

Aug 22-Dec 14	TTh	6 pm-7:30 pm	AIRPT	CEMED 700 04I
May 16-Jul 27	TTh	6 pm-8 pm	AIRPT	CEMED 700 05I

MEDICAL TERMINOLOGY

Students will learn medical terminology by analyzing the prefix, suffix, word roots, and combinations used in medical terms. This course is a prerequisite for other courses and medical certificate programs. This course may be used for exemption of AHS 102. $699

May 16-Aug 8	TTh	10 am-12 pm	NEAST	CEMPR 524 10I
Jun 2-Jul 28	F	6 pm-9 pm	AIRPT	CEMPR 524 11I
Jul 7-Sep 1	F	6 pm-9 pm	AIRPT	CEMPR 524 12I
Aug 21-Nov 13	MW	6 pm-8 pm	AIRPT	CEMPR 524 13I
Aug 1-Sep 22	TTh	9 am-12 pm	HARBN	CEMPR 524 14I
Aug 11-Sep 29	F	6 pm-9 pm	AIRPT	CEMPR 524 15I

SHARE YOUR EXPERTISE

Adjunct professors needed for several health care programs.
See details on page 18.

SCHOOL OF HEALTH CARE

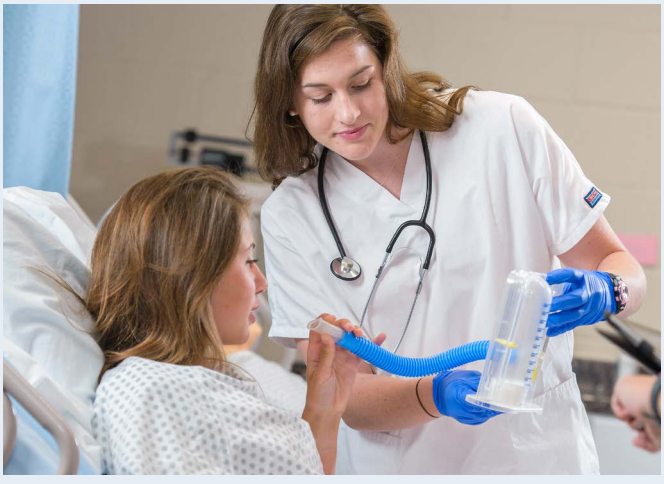
CLINICAL MASSAGE THERAPIST

Employment for massage therapists is expected to grow 20% in the next few years. Plan ahead, and call 803.732.5218 to discuss our 10-month program, offered at the Harbison Campus.

DAY CLASSES START IN SEPTEMBER 2023.
EVENING CLASSES START IN JANUARY 2024.

Approved for VA Education Benefits

CAREER SPOTLIGHT



PATIENT CARE TECHNICIAN

Students who complete this course of study will be able to work in a variety of health care settings. The program includes successful completion of Certified Nurse Assistant (CNA), Phlebotomy, and EKG classes. Medical Terminology is a prerequisite for EKG Technician.

REQUIREMENTS	HOURS	COST
Certified Nurse Assistant (CNA)	112	$1295
Medical Terminology	48	$699
Phlebotomy Technician	75	$1195
EKG Technician	165	$1595
	Total: **400 hrs**	**$4,784**

All books included in cost.

PATIENT CARE TECHNICIAN CERTIFICATION

Midlands Technical College offers the certification exam through the National Healthcareer Association (NHA). The test will be given on the Harbison Campus and the cost is $160.

For more information on how to schedule this exam, contact us at 803.732.5337.

SCHOOL OF HEALTH CARE

MEDICAL INFORMATION MANAGEMENT

MEDICAL BILLING

This class teaches the student how to be proficient in billing in a health care setting and how to enhance reimbursement. Clinical and legal issues are included. Prerequisite: Medical Terminology and Medical Coding with a grade of "C" or better. $799

Jun 8-Aug 3	Th	6 pm-9 pm	AIRPT	CEMIM 510 511

PERSONAL TRAINER

PERSONAL TRAINER CERTIFICATION

This nationally accredited program covers both textbook knowledge and hands-on practical training, preparing you to work with clients one-on-one in fitness facilities. Students participate in virtual lectures from 9am-1pm each Saturday. The topics included are biomechanics, exercise physiology, fitness testing, equipment usage, and nutrition. The face-to-face afternoon portion is from 1-4pm at a local gym. Reading and studying outside of class is imperative for successful class completion and passing the national certificate exam given on last day of class. Students are also required to become Adult CPR/AED certified. The cost of this requirement is not included in course tuition. See the online materials list for important information. Textbook is required and is not included in course tuition. See the materials list for details regarding the textbook. $849

May 6-Jun 17	S	9 am-12 pm 1 pm-4 pm	VIRTUAL CEOFS	CEPYT 600 34

CAREER SPOTLIGHT

MEDICAL CODING SPECIALIST

The medical coding specialist has more responsibility than ever with the advent of electronic health records. This certificate prepares students to sit for the Certified Coding Specialist (CCS) exam through AHIMA.

PREREQUISITES	HOURS	COST
Medical Terminology	48	$699

CORE CLASSES	HOURS	COST
Medical Coding	80	$1895
Medical Billing	30	$799
	Total: **158 hrs**	**$3,393**

All books and exam fees included in cost.

ATTENTION HEALTH CARE STUDENTS

You must bring the following items to the first class:

CERTIFIED NURSING ASSISTANT, EKG, PHLEBOTOMY, AND PATIENT CARE TECHNICIAN STUDENTS:

Students must complete a criminal background check, drug screening, and provide immunization information* through Wolfe, Inc at a cost of $122. This must be completed before the first day of class. Students who have not completed all clinical requirements will be unable to attend clinicals and receive an F for the course.

*Immunization proof is required for: Covid-19 (booster included if eligible), Hepatitis B, MMR, Varicella, and Tetanus (Tdap within the last 10 years). Negative Quantiferon blood test also required. (Flu vaccination is required if clinical hours are completed between October and March.)

UNIFORM POLICY:

> All CNA, EKG, and Phlebotomy students must wear gray scrubs and white closed-toe shoes to all classes and clinicals.

> All Phlebotomy students must also wear a lab jacket to class

> All EMT students must wear black khaki pants, black polo shirt, black shoes, and black belt.

GET CONNECTED

to the best corporate training and consulting resources.

Whether you want to enhance the skills of one employee or revamp your entire workforce, MTC'S BUSINESS SOLUTIONS TEAM can help you identify and implement the right solutions.

Contact us today.
MIDLANDSTECH.EDU | 803.691.3907
corporatetraining@midlandstech.edu

Share your Expertise

ADJUNCT PROFESSORS WANTED

MULTIPLE PROGRAM AREAS

MTC is seeking subject-matter experts to serve as adjunct professors in the following areas:

IT / STEM:

Full-Stack Web Developer | Database Analyst | Desktop and Server Administrator

HEALTH CARE:

Phlebotomy | Medical Coding | Paramedic

BUSINESS:

Accounting and Payroll Specialist | Business Analyst

ADVANCED MANUFACTURING AND SKILLED TRADES:

HVAC | Small Engine Repair | Residential Construction | Residential Plumbing

Heavy Equipment Operation | Industrial Electrical Maintenance | Welding

If you have practical expertise and a desire to teach, please send an email with your qualifications to cce@midlandstech.edu.

Midlands Technical College is dedicated to providing excellent service to its students, employees, and the community. In doing so, all MTC employees will take two Service Excellence courses; Service Excellence is a college-wide program to enhance our collective efforts of ensuring MTC is a first-choice college.

Midlands Technical College is committed to equal opportunity employment. The College strongly believes that corresponding differences within the faculty and staff, whether based on ethnicity, race, gender, religion, age, or other experiences, are tremendous assets to the role of Midlands Technical College as an educational institution and within the community, region, and state. Moreover, the College is an Affirmative Action/Equal Opportunity Employer. As a result, it is the policy and commitment of the College that it will not discriminate based on race, color, religion, sex, national origin, age, disability, pregnancy, childbirth, or related medical conditions; including but not limited to lactation.

COURSE DESCRIPTIONS AND ADDITIONAL CLASS DATES @ MIDLANDSTECH.EDU/schools

SCHOOL OF ADVANCED MANUFACTURING AND SKILLED TRADES

Within this school, you'll find training programs and courses in areas such as:

CDL	HVAC	Motorcycle
Construction	Industrial Electrical Maintenance	Plumbing
Drone Certification	Industrial Mechanical Maintenance	Safety and Environmental
Forklift	Machinist/CNC Operator	Welding

Many courses are available online.
Academic degrees, diplomas, and certificates are also available in this school.

Learn more at MIDLANDSTECH.EDU/schools

FORKLIFT OPERATOR

FORKLIFT TRAINING

Learn the correct care and use of forklift equipment. Topics include information covered in OSHA's Powered Industrial Truck Standard (OSHA Standard 1910.178). Successful students receive a three-year forklift certificate. Safety requirements prohibit open, cloth, or high-heeled shoes. Students must be 18 years of age. Valid Driver's License required. $199

May 13	S	8 am-5 pm	AIRPT	CEHEQ 501 57
Jun 10	S	8 am-5 pm	AIRPT	CEHEQ 501 58
Jun 24	S	8 am-5 pm	AIRPT	CEHEQ 501 59
Jul 8	S	8 am-5 pm	AIRPT	CEHEQ 501 60
Jul 22	S	8 am-5 pm	AIRPT	CEHEQ 501 61
Aug 12	S	8 am-5 pm	AIRPT	CEHEQ 501 62
Aug 26	S	8 am-5 pm	AIRPT	CEHEQ 501 63

CONSTRUCTION

SC RESIDENTIAL BUILDER EXAM PREPARATION

This hybrid class prepares EXPERIENCED residential trades people to pass the SC Residential Builder exam. Emphasis is placed on study methods, test taking procedures, and highlighting the reference materials used during the exam. Presentations are augmented by in-person Q&A sessions. Books can be purchased at the Airport Campus bookstore. $299

May 9-May 18	TTh	6 pm-9 pm	AIRPT	CECLR 558 04I

INDUSTRIAL ELECTRICAL

INDUSTRIAL SENSOR TECHNOLOGY

Study various industrial sensors including discrete electro-mechanical and electronic devices, analog devices such as transducers, thermocouples, and RTDs. Prerequisites: Electrical Fundamentals I and II, Electrical Print Reading, and Basic Electronics or skills assessment. $849

Jun 12-Jul 17	MTTh	1 pm-4 pm	AIRPT	CEEEM 590 10

TROUBLESHOOTING

You will develop methodology, identify, and locate electrical problems using diagrams and basic electrical measuring tools. Prerequisites: Industrial Sensors, Electrical Motor Controls, Print Reading, Variable Frequency Drives, and Programmable Logic Controllers or skills assessment completion. $949

May 1-Jun 6	MTTh	6 pm-9 pm	AIRPT	CEEEM 593 11

VARIABLE FREQUENCY DRIVES

Study theory of operation, programming, installation and standard wiring practices. You will work with both the AutomationDirect GS-1 and Allen Bradley Powerflex 40 VFDs. Prerequisites: Industrial Sensors, Basic Electronics, and Electrical Motor Controls or skills assessment completion. $949

Jul 24-Aug 28	MTTh	1 pm-4 pm	AIRPT	CEEEM 601 10

THE HEAT IS ON

HVAC TECHNICIANS ARE IN-DEMAND

> Prepare for entry-level jobs with residential HVAC contractors

> Take classes 2 - 3 nights a week from 6 - 9 p.m.

> Finish in as few as 5 - 6 months

DOES YOUR BUSINESS NEED HVAC APPRENTICES?

Grant funding is available to help with your training costs.
Contact MTC Business Solutions at 803.691.3907 to learn more.

HVAC

CUSTOMER SERVICE FOR HVAC TECHNICIANS

Create customers for life by building memorable relationships based on mutual trust and enhanced rapport. Designed especially for the HVAC service professional. $399

May 1-May 8 MTW 6 pm-9 pm AIRPT CEHVA 535 10

HVAC ELECTRICAL OPERATION AND DIAGNOSTICS

This is an entry level course covering the electrical circuits for an HVAC system. It will cover the operation of the unit as well as troubleshooting as they relate to the electrical components of the system. $899

Aug 15-Sep 5 TWTh 6 pm-9 pm AIRPT CEHVA 530 16

CAREER SPOTLIGHT

HVAC ENTRY LEVEL TECHNICIAN

This program is designed to provide the student with basic knowledge of the refrigeration cycle, electrical operation, heat pump operation, and air flow design. These classes prepare the student for entry level work with residential HVAC contractors.

REQUIREMENTS	HOURS	COST
HVAC Electrical Operation and Diagnostics	30	$899
HVAC Refrigeration Cycle Operation and Diagnostics	30	$899
Heat Pump Operations and Diagnostics	30	$899
EPA 608 Prep and Certification	9	$285
Air Flow Design, Measurement and Diagnostics	30	$899
HVAC Customer Service, Coscia Program	12	$389
	Total: **141 hrs**	**$4,270**

CAREER SPOTLIGHT

INDUSTRIAL TECHNICIANS

When a billion-dollar operation suddenly goes down... the advanced technical skills of a few team members are the only thing that can bring the whole automated process back to life.

Industrial employers are finding that the supply of experienced industrial maintenance technicians is shrinking. This is an ideal time for successful students in this program to find high-paying jobs.

INDUSTRIAL MECHANICAL MAINTENANCE

COURSES	HOURS	COST
Safety and Rigging Fundamentals	20	$399
Applied Math	44	$849
Precision Measuring	20	$399
Blueprint Reading	72	$1299
Fasteners and Anchors	12	$249
Hand and Power Tools	44	$849
Basic Introduction to Torch Cutting	20	$349
Basic Mechanical Components	80	$1399
Bearings and Lubrication	56	$999
Gearboxes	20	$399
Valves and Piping	40	$699
Pumps	40	$699
Shaft Alignment	76	$1349
Hydraulics and Pneumatics	72	$1249
	Total: **616 hrs**	**$11,186**

INDUSTRIAL ELECTRICAL MAINTENANCE

COURSES	HOURS	COST
Basic Math for Electricians	12	$249
Electrical Fundamentals I	48	$949
Electrical Fundamentals II	42	$849
Electrical Fundamentals III	42	$849
General Electrical Safety	16	$299
Electrical Print Reading	18	$349
Electrical Motor Controls	48	$899
Basic Electronics	42	$849
Industrial Sensor Technology	44	$849
Variable Frequency Drives	48	$949
Programmable Logic Controllers	51	$949
Troubleshooting	48	$949
	Total: **459 hrs**	**$8,988**

Classes should be taken in the order they are listed.
***Books included in all course costs.**

INDUSTRIAL MECHANICAL MAINTENANCE

HYDRAULICS AND PNEUMATICS

Describes pumps and valves used in hydraulic and pneumatic systems and their functions. Explains hydraulic/pneumatic system safety and basic principles of hydraulics, including Pascal's law and Bernoulli's principle. Covers how to inspect, troubleshoot, and repair fluid power systems. Hands-on training is included. Shaft Alignment is a prerequisite for this course. $1249

Jul 17-Aug 16 MTWTh 8 am-12 pm AIRPT CEIMT 699 20

PUMPS

This course explains pumps and their operation. It covers reciprocating pumps and various kinds of rotary pumps. A lesson on special-purpose pumps describes diaphragm pumps and pumps used for corrosive and abrasive materials. Also covered is the maintenance of pumps, including the replacement of packing glands, seals, and bearings. Piping is a prerequisite for this course. $699

May 15-May 31 MTWTh 8 am-12 pm AIRPT CEIMT 696 20

SHAFT ALIGNMENT

This course covers types of misalignment and aligning couplings using conventional and laser alignment techniques. How to measure shaft sag, perform vertical alignment, and align machinery trains is discussed. Causes of vibration, vibration monitoring, vibration test equipment, and how to field balance machines are included. Prerequisite: Pumps. $1349

Jun 12-Jul 13 MTWTh 8 am-12 pm AIRPT CEIMT 697 18

SCHOOL OF ADVANCED MANUFACTURING AND SKILLED TRADES

TRANSPORTATION AND LOGISTICS

FREIGHT BROKER AGENT TRAINING

The Freight Broker/Agent Training course provides you with the comprehensive training needed to gain valuable knowledge for building a successful freight brokerage or freight brokerage agency. From learning the laws and terminology, setting up your business, learning about valuable tools and software, contracts and forms, how to find shippers and do ratings, and much more, it will provide you with the knowledge, insight, and direction to help you stand out in this growing industry. $1995

Jun 1 – Nov 1	ONLINE	CEGAT-688
July 1– Dec 1	ONLINE	CEGAT-688
Aug 1 – Jan 1	ONLINE	CEGAT-688
Sep 1 – Feb 1	ONLINE	CEGAT-688

TRUCK DRIVER/CDL

TRUCK DRIVER TRAINING CDL CLASS A

This 160-hour training program has been inspected, approved and licensed by the SC Department of Motor Vehicles (DMV). You must be 18 years or older and possess an SC driver's license and have at least the past one consecutive year of driving experience. The first week will primarily be classroom instruction on content important to know as a truck driver. The remaining weeks will be mostly out in the truck learning specific skills and gaining driving experience to prepare you to take the CDL test at the local DMV. Prerequisites: You must have a beginner's CDL permit before the first day of class, plus a pre-screening process that includes a 10-year driving record, a SLED background check, and a DOT Drug Screen and DOT physical. These items will be submitted ahead of time to gain approval to enroll in the class. Please contact the Registration Office to enroll in this class at 803.732.0432. $4750

May 22-Jun 15	MTWTh	7 am-5:30 pm	AIRPT	CECDL 515 44
Jun 19-Jul 13	MTWThF	7 am-5:30 pm	AIRPT	CECDL 515 45
Jun 24-Aug 13	SSU	7 am-5:30 pm	AIRPT	CECDL 515 46
Jul 17-Aug 10	MTWTh	7 am-5:30 pm	AIRPT	CECDL 515 47
Aug 14-Sep 8	MTWThF	7 am-5:30 pm	AIRPT	CECDL 515 48
Aug 19-Oct 8	SSU	7 am-5:30 pm	AIRPT	CECDL 515 49

MANUFACTURING

BLUEPRINT READING AND BASIC MEASURING TOOLS

An introductory course in blueprint reading and precision measuring tools. This course will take you through the alphabet of lines, views, and general rules for reading engineering blueprints. This course will also provide hands-on training in the use of micrometers, calipers, height gages, indicators, and various transfer gages. $599

Aug 2-Aug 17	TWTh	9 am-12 pm	NEAST	CEMFG 588 94
Aug 2-Aug 17	TWTh	1 pm-4 pm	NEAST	CEMFG 588 95
Aug 2-Aug 17	TWTh	5 pm-8 pm	NEAST	CEMFG 588 96

INTRODUCTION TO MILLS

Learn the set-up and basic working knowledge of vertical mills. Learn proper safety, care, set-up, and operation of manual machine shop mills. An excellent course for students with little machining background or students taking the CNC Operator/ Programmer Certificate program. Prerequisite: Blueprint Reading & Measuring Tools course. $599

Aug 30-Sep 20	TWTh	1 pm-4 pm	NEAST	CEMFG 627 01
Aug 30-Sep 20	TWTh	5 pm-8 pm	NEAST	CEMFG 627 02
Aug 30-Sep 20	TWTh	9 am-12 pm	NEAST	CEMFG 627 99

MASTERING CNC PROGRAMMING

An application-based course covering the knowledge and skills acquired from the Fundamentals and Principles classes. You will utilize your new knowledge to write CNC programs, select tooling, and set up the CNC equipment to produce parts to specifications from your own CNC program. Prerequisite: Principles of CNC Operator/Programming. $849

May 10-Jun 21	TWTh	1 pm-4 pm	NEAST	CEMFG 580 79
May 10-Jun 21	TWTh	5 pm-8 pm	NEAST	CEMFG 580 80

CAREER SPOTLIGHT

MACHINIST/COMPUTER NUMERICAL CONTROL (CNC) OPERATOR

Do you have what it takes?

Machinists and Computer Numerical Control (CNC) Operators work in small, medium, and large facilities manufacturing parts for almost everything you see in your daily life. Anything from a part for a kitchen appliance to a machined part for your car was created by a machinist or a CNC operator. Machinists and CNC operators are enjoying a strong job market with full-time and part-time employment opportunities and varied working hours available. High-volume manufacturers typically run their machining centers 24/7. Salaries range from $15-$22 per hour with proficient CNC programmers making from $50,000-$60,000 based on expertise. If you are good with your hands and technically inclined, this could be a career path for you.

COURSE	COST
Blueprint Reading and Basic Measuring Tool	$599
Introduction to Mills	$599
Introduction to Lathes	$599
Fundamentals of CNC Operator/Programmer Training	$899
Principles of CNC Programming	$999
Mastering CNC Programming	$849
Total: **$4,544**	

Classes fill quickly.

Plan now for this 10-month CNC certificate training program that begins in August and November.
Note: Classes must be taken in the order listed.

FLY ON

Drone Certification Test Prep

Become a drone pilot as a new career pathway or to advance your current profession. Gain a working knowledge of drone aircraft components and systems as you prepare for the FAA Part 107 exam to earn your commercial UAV federal regulated license.

View course offerings at MIDLANDSTECH.EDU/schools

VIRTUAL TOURS
Discover MTC's Airport, Beltline, or Northeast campuses from right where you are.
Explore Now | MIDLANDSTECH.EDU/campuses

PLUMBING PROGRAM

Take your first step toward becoming a Journeyman Plumber

- Prepare for entry-level jobs in the plumbing industry
- Designed in cooperation with local residential and commercial plumbers to meet industry needs
- Hands-on and classroom learning
- Complete program in just 6 to 8 months

DOES YOUR BUSINESS NEED PLUMBING APPRENTICES?

Grant funding is available to help with your training costs.
Contact MTC Business Solutions at 803.691.3907 to learn more.

PLUMBING

INTRODUCTION TO PLUMBING

This course will introduce you to the history of plumbing, career options in the field, provide plumbing-specific safety training, and familiarize you with the tools of the plumbing trade. $499

Aug 9-Aug 22 MTW 6 pm-9 pm AIRPT CEPLU 540 03

PLUMBING MATH AND PRINT READING

This course will review math concepts through applied on-the-job situations. This course will also introduce students to the types of drawings and symbols they will see on the job. $939

Aug 23-Sep 27 MTW 6 pm-9 pm AIRPT CEPLU 545 02

SHARE YOUR EXPERTISE

Adjunct professors needed for several manufacturing and skilled trades programs.
See details on page 18.

CAREER SPOTLIGHT

PLUMBING PROGRAM

In 6-8 months, students will gain the skills to help plumbers install, maintain, and repair plumbing systems. This program was designed in cooperation with local residential and commercial plumbers to ensure the training covered meets industry needs.

REQUIREMENTS	HOURS	COST
Introduction to Plumbing	33	$899
Plumbing Math and Print Reading	45	$939
Pipes and Fittings	48	$1099
Valves, Fixtures, and Hot Water Tanks	45	$1099
Introduction to Drain-Waste-Vent and Water Distribution Systems	18	$239
	Total: 189 hrs	$4,275

WELDING

BASIC STICK WELDING

This class will provide extensive practice of fillet welds in all positions using the shielded metal arc welding (SMAW) process, also known as stick welding. $1699

May 16-Jul 25	MTWTh	8 am-11:20 am	AIRPT	CEWLD 883 36I
Jul 26-Sep 27	MTWTh	8 am-11:20 am	AIRPT	CEWLD 883 37I
Jul 26-Sep 27	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 883 38I
Jul 26-Sep 27	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 883 39I
May 16-Jul 25	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 883 43I
May 16-Jul 25	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 883 44I

ADVANCED STICK WELDING

This class will provide extensive practice of groove welds in all positions, both open root and with backing, using the shielded metal arc welding (SMAW) process, also known as stick welding. $1699

Jul 26-Sep 27	MTWTh	8 am-11:20 am	AIRPT	CEWLD 890 32I
Jul 26-Sep 27	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 890 33I
Jul 26-Sep 27	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 890 34I
May 16-Jul 25	MTWTh	8 am-11:20 am	AIRPT	CEWLD 890 35I
May 16-Jul 25	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 890 36I
May 16-Jul 25	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 890 37I

STICK PIPE WELDING

This class will provide extensive practice of welding pipe using the shielded metal arc welding (SMAW) process, also known as stick welding. The final objective of the class will be welding 6" schedule 40 pipe in the 6G fixed position. $1999

Jul 26-Sep 27	MTWTh	8 am-11:20 am	AIRPT	CEWLD 886 32I
Jul 26-Sep 27	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 886 33I
Jul 26-Sep 27	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 886 34I
May 16-Jul 25	MTWTh	8 am-11:20 am	AIRPT	CEWLD 886 35I
May 16-Jul 25	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 886 36I
May 16-Jul 25	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 886 37I

MIG WELDING

This class will provide extensive practice of fillet welds in all positions, using the gas metal arc welding (GMAW) process, also known as MIG welding. Using the MIG welding process to repair metal will also be introduced. $1699

Jul 27-Sep 28	MTWTh	8 am-11:20 am	AIRPT	CEWLD 888 38I
Jul 27-Sep 28	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 888 39I
Jul 27-Sep 28	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 888 40I
May 17-Jul 26	MTWTh	8 am-11:20 am	AIRPT	CEWLD 888 41I
May 17-Jul 26	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 888 42I
May 17-Jul 26	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 888 43I

FLUX CORED WELDING

This class will provide extensive practice of groove welds in all positions on 3/8" and 1" plate, using the gas metal arc welding (FCAW) process, also known as Flux Core welding. $1699

Jul 27-Sep 28	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 889 35I
Jul 27-Sep 28	MTWTh	8 am-11:20 am	AIRPT	CEWLD 889 36I
Jul 27-Sep 28	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 889 37I
May 17-Jul 26	MTWTh	8 am-11:20 am	AIRPT	CEWLD 889 38I
May 17-Jul 26	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 889 39I
May 17-Jul 26	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 889 40I

TIG WELDING

This class will provide extensive practice of fillet and groove welds using the gas tungsten arc welding (GTAW) process, also known as TIG welding. $1799

Jul 31-Oct 2	MTWTh	8 am-11:20 am	AIRPT	CEWLD 887 32I
Jul 31-Oct 2	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 887 33I
Jul 31-Oct 2	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 887 34I
May 18-Jul 27	MTWTh	8 am-11:20 am	AIRPT	CEWLD 887 35I
May 18-Jul 27	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 887 36I
May 18-Jul 27	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 887 37I

TIG PIPE WELDING

This class will provide extensive practice of welding pipe using the gas tungsten arc welding (GTAW) process, also known as TIG "all the way" welding. The final objective of the class will be welding 6" schedule 40 pipe in the 6G fixed position using TIG "all the way". $2199

Jul 31-Oct 2	MTWTh	8 am-11:20 am	AIRPT	CEWLD 885 32I
Jul 31-Oct 2	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 885 33I
May 18-Jul 27	MTWTh	8 am-11:20 am	AIRPT	CEWLD 885 35I
May 18-Jul 27	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 885 36I
May 18-Jul 27	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 885 37I
Jul 31-Oct 2	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 885 40I

Welders are in demand in the Midlands and can make a competitive salary.

ENTRY LEVEL WELDER ANNUAL SALARY IN COLUMBIA — $30,000

CERTIFIED | COMBINATION WELDER ANNUAL SALARY IN COLUMBIA — $60,000

WELDING SUPERVISOR | FOREMAN ANNUAL SALARY IN COLUMBIA — $85,000

SCHOOL OF BUSINESS

Within this school, you'll find training programs and courses in areas such as:

Business Analysis
Customer Service
Finance and Accounting
Organizational Performance
Project Management
Small Business and Entrepreneur
Supervisory and Leadership

Many courses are available online.
Academic degrees, diplomas, and certificates are also available in this school.

Learn more at MIDLANDSTECH.EDU/schools

FINANCE AND ACCOUNTING

BUSINESS MATH

Develop an understanding of the fundamentals of everyday math - the kind used most frequently in the workplace and at home. Learn practical applications for dealing with percentages, formulas, and the graphics and statistics that are present in everyday activity. Perfect even if you only need a refresher. $199

May 1-May 11			ONLINE	CEFIN 512 89I
May 9-May 11	TTh	6 pm-10 pm	NEAST	CEFIN 512 90

ACCOUNTING ESSENTIALS

Master basic record-keeping procedures including: journalizing transactions, posting to a ledger, and preparing a trial balance and financial statement. The accounting cycle will also be covered in detail. You will gain an understanding of key financial and operational measures. $699

May 8-Jul 19			ONLINE	CEOFF 623 57I
May 16-Aug 1	TTh	6 pm-9 pm	NEAST	CEOFF 623 56

PAYROLL PREPARATION ESSENTIALS

This hands-on course will lead you through the complete payroll process cycle. You will calculate earnings and deductions, analyze payroll transactions, record accurate journal entries, and complete necessary forms. This course is also for the existing payroll professional as a way to refresh your knowledge and bring you up to date. Prerequisite: Accounting Essentials or equivalent knowledge of basic accounting principles. $199

Jul 24-Aug 4			ONLINE	CEOFF 624 57I
Aug 8-Aug 10	TTh	6 pm-9 pm	NEAST	CEOFF 624 56

QUICKBOOKS

This course is an introduction to the desktop version of QuickBooks. Students will learn to set up a general ledger and chart of accounts, customize forms, create invoices, and learn how QuickBooks can assist with automating your payroll. Prerequisites: Accounting Essentials and Payroll Preparation Essentials or equivalent knowledge of basic accounting principles. $499

Aug 7-Aug 22			ONLINE	CEOFF 638 67I
Aug 15-Aug 24	TWTh	6 pm-9 pm	NEAST	CEOFF 638 66

CAREER SPOTLIGHT

ACCOUNTING AND PAYROLL SPECIALIST

This program is designed to provide training for an entry-level accounting and/or payroll specialist position and will prepare you for the Intuit QuickBooks certification as well as the National Bookkeeper Association's Bookkeeper Certification. The successful completion of this program will indicate to an existing or prospective employer that you have both the manual and computerized exposure to basic accounting principles, together with other essential knowledge and skills. To earn the Accounting and Payroll Specialist certificate, you must successfully complete the below courses within a two-year period. Prerequisite: Basic computer skills and the ability to navigate the Internet, websites, and email.

REQUIREMENTS	HOURS	COST
Business Math	8	$199
Accounting Essentials	66	$699
Payroll Preparation Essentials	6	$199
QuickBooks	18	$499
Excel, Introduction	12	$299
Excel, Intermediate	12	$299
Excel, Advanced	12	$299
Organizing Computer Files	6	$199
Outlook, Introduction	12	$299
Total:	**152 hrs**	**$2,991**

PROJECT MANAGER

AGILE FUNDAMENTALS

This course provides you with the Agile values and principles to incorporate Agile methodologies into your organization. To be successful in delivering software using Agile methods, you must have a strong and stable agile mindset. This course will focus on "being" Agile before "doing" Agile. It will provide a common foundation for making decisions about the best way to develop software using agile values and principles and introduces you to PMI's Agile Certified Practitioner (PMI-ACP)® , and prepares you for the Professional Scrum Master I (PSM1) certification. Prerequisites: Familiarity with the software development life cycle (SDLC). $699

Jun 6-Jun 8	TWTh	9 am-4 pm	VIRTUAL CEPMG 573 63
Jun 12-Jun 20	MTWTh	6 pm-9 pm	VIRTUAL CEPMG 573 62
Jul 24-Aug 1	MTWTh	6 pm-9 pm	VIRTUAL CEPMG 573 64
Aug 21-Aug 29	MTWTh	6 pm-9 pm	VIRTUAL CEPMG 573 65

PROJECT MANAGEMENT PRINCIPLES AND PRACTICES

This course teaches the most important principles and practices related to project management through a combination of classroom lectures, group discussion, and hands-on exercises. The course content is consistent with the latest edition of A Guide to the Project Management Body of Knowledge (PMBOK® Guide) and other standards and guides from the Project Management Institute (PMI) , and will prepare you for the either the Certified Associate in Project Management (CAPM) certification or the Project Management Professional (PMP) certification.. $3495

Jul 24-Aug 30	MTW	6 pm-9 pm	NEAST	CEPMG 569 67

INSTRUCTOR SPOTLIGHT

LYDIA EDMONDS

Accounting

Lydia Edmonds has more than 40 years of professional experience in accounting. Both her bachelor's and master's degrees came from Southern Wesleyan University with a concentration in business management.

She has served on various boards, but most enjoys Build and Bridge where they work developing small businesses in Haiti.

With experience in many industries, small businesses are her favorite. "I love seeing the light go on when a topic clicks with a student or a business owner. Nothing is more rewarding than that!"

Developing a passion in students to take another class or move to a new area of knowledge drives her to teach.

CAREER SPOTLIGHT

BUSINESS ANALYST

In this program, you will learn about the role and required skills of the business analyst as it relates to the Software Development Life Cycle (SDLC). Completion of this certificate will indicate to an existing or prospective employer that you understand the role of the business analyst during the SDLC, how you develop cases into detailed business requirements, and how to implement different testing techniques that accompany the SDLC to verify a successful client project installation. Prerequisite: You should have at minimum an associate degree or two years of experience in a particular field to enter this program. To earn this certificate, you must successfully complete the below courses within a two-year period.

REQUIREMENTS	HOURS	COST
Business Analysis: The Analyst's Role During the Software Development Life Cycle (SDLC)	30	$1959
Business Analysis: Use Cases to Functional Requirements	30	$1959
Business Analysis: In-Depth Software Testing	30	$1959
Agile Fundamentals	18	$699
	Total: **108 hrs**	**$6,576**

SCHOOL OF BUSINESS

SUPERVISORY AND LEADERSHIP

LEARN TO LEAD

Looking for fresh ideas to help you be more effective as you deal with the challenges of working with others? This workshop helps build your toolbox with updated and fresh skills (Leadership, Getting things Done, Innovation, Crucial Communication Skills, and Creating Your Career Path). $249

May 9	T	9 am-4 pm	NEAST	CELDS 612 56

ANALYZING AND SOLVING PROBLEMS

Learn systematic models to understand the root of a problem, how to solve a problem, and how to prevent future problems. $125

Jul 18	T	1:30 pm-4:30 pm	NEAST	CELSD 694 74

COUNSELING: RECOVERING PERFORMANCE

A continuation of the Part 1 course in which you learn to recognize, overcome concerns, and practice counseling skills. $125

May 2	T	1:30 pm-4:30 pm	NEAST	CELSD 690 70

DEFINING PERFORMANCE EXPECTATIONS

Participants will have the opportunity to analyze the expectations they have of their employees and the effect on performance and practice setting specific, realistic, and measurable performance standards. $125

May 23	T	1:30 pm-4:30 pm	NEAST	CELSD 566 68

EFFECTIVE DELEGATION

Participants will uncover the skills needed to delegate effectively. This includes determining what should be delegated, how to delegate to get results, who to delegate to, and how to follow up. $125

Aug 22	T	1:30 pm-4:30 pm	NEAST	CELSD 698 77

EVALUATING PERFORMANCE

The participant will have the opportunity to become comfortable with a process for evaluation that will contribute to positive relationships and performance outcomes. $125

May 30	T	1:30 pm-4:30 pm	NEAST	CELSD 567 68

LEADING WORK TEAMS

Upon completion, participants will be able to define the difference between a group and a team, explore the behaviors of members of dynamic teams, identify elements of team effectiveness, and describe a process for developing a team mission statement and ground rules. $125

Jun 13	T	1:30 pm-4:30 pm	NEAST	CELSD 578 68

LEADING IN A CHANGING ENVIRONMENT

Learn strategies to introduce change into the workplace, while also learning what roles and responsibilities you have in leading a change effort. $125

Aug 1	T	1:30 pm-4:30 pm	NEAST	CELSD 696 63

MAKING SOLID DECISIONS

Workplace decision making can be both challenging and rewarding. Although supervisors have the authority to make decisions on behalf of direct reports, most will find more support for decisions (and more cooperation when it comes time to implement those decisions) if stakeholders are involved in the process. $125

Jul 25	T	1:30 pm-4:30 pm	NEAST	CELSD 695 62

PLANNING FOR RESULTS

Who has time to plan? This course will help participants discover the benefits of planning, as well as help them identify various types of planning tools. $125

Jul 11	T	1:30 pm-4:30 pm	NEAST	CELSD 583 63

PRODUCTIVE PARTNERSHIPS

It is not often that we can work isolated from others. Participants explore the need to collaborate and to form partnerships that enhance their productivity and work environment. $125

Aug 29	T	1:30 pm-4:30 pm	NEAST	CELSD 697 77

SETTING GOALS AND OBJECTIVES

Learn how to be successful at goal setting through action plans and methods of measuring progress for continuous improvement. $125

Jun 27	T	1:30 pm-4:30 pm	NEAST	CELSD 693 63

STARTING RIGHT: SELECTING THE BEST PERSON FOR THE JOB

Participants learn how to conduct a behavioral interview, determine the best orientation structure, and learn a process for on-the-job training of a new employee. $125

May 16	T	1:30 pm-4:30 pm	NEAST	CELSD 691 68

THE CHALLENGE OF LEADERSHIP - LEGALLY SPEAKING

Being aware of key legislation and ensuring compliance throughout the organization is a major responsibility for both human resources (HR) and for line supervisors/managers. $125

Aug 15	T	1:30 pm-4:30 pm	NEAST	CELSD 577 77

THE ENGAGED WORKFORCE

Participants learn how basic motivation theory relates to workplace behavior, what competencies supervisors need to provide a motivating environment, and how to develop a tool kit for employee reward and recognition. $125

Jun 6	T	1:30 pm-4:30 pm	NEAST	CELSD 692 67

SCHOOL OF BUSINESS

CUSTOMER SERVICE

BECOMING A CUSTOMER SERVICE STAR

Don't just talk about providing exceptional customer service - make it happen. Becoming a Customer Service Star will help you develop a service mindset and gain skills to boost your service performance. Examine your own customer service attitudes and relationships, both internally and externally, and explore opportunities for improvement. $259

Jun 27	T	9 am-4 pm	NEAST	CECUS 523 50

CERTIFICATE IN CUSTOMER SERVICE

Customer service is essential for all businesses and organizations. With the increase of technology, human interaction with customers is critical in retaining customers, serving your audience, or turning inquiries into sales. Increase your skill set and improve your career. Take away extraordinary techniques unique to this class. $245

May 1 – Jun 30	ONLINE CEUGC 503
July 4 – Sep 29	ONLINE CEUGC 503

ORGANIZATIONAL PERFORMANCE

LEAN SIX SIGMA GREEN BELT

Gain the knowledge to lead Lean Six Sigma teams. Focus is on providing a comprehensive understanding of how to use the Lean Six Sigma DMAIC project methodology to eliminate waste and implement data driven process improvements. Concepts are emphasized by the extensive use of workshops and exercises. Upon successful completion participants will be able to support Black Belts on project teams or lead Six Sigma projects that do not require Black Belt level tools. Green Belts have the option of undertaking a Six Sigma Project as part of their course work. $3995

May 1-Aug 1	ONLINE CEQAL 642 58I
Jun 1-Sep 1	ONLINE CEQAL 642 60I
Jul 1-Oct 1	ONLINE CEQAL 642 61I
Aug 1-Nov 1	ONLINE CEQAL 642 62I

LEAN SIX SIGMA YELLOW BELT

The majority of organizations in this country are faced with the need to drive improvements in productivity, quality and customer satisfaction in order to remain competitive. Increasingly, these organizations are choosing Lean Six Sigma as the way to achieve such goals. In this intensive 5-day course, learn how to contribute to and lead Lean Six Sigma improvement teams. Gain a strong knowledge of how to apply the Lean Six Sigma DMAIC methodology with a primary focus on process mapping, lean tools and methods as well as graphical analysis tools. Those achieving Yellow Belt status often later progress to Green Belt status by taking a Lean Six Sigma Yellow Belt to Green Belt transition course. $1995

May 1-Aug 1	ONLINE CEQAL 706 21I
Jun 1-Sep 1	ONLINE CEQAL 706 30I
Jul 1-Oct 1	ONLINE CEQAL 706 31I
Aug 1-Nov 1	ONLINE CEQAL 706 32I

DIGITAL MARKETING

DIGITAL MARKETING CERTIFICATE

A fundamental and advanced introduction to eMarketing: improve email promotions, analyze website traffic, do search engine optimization and online advertising. Relevant for businesses, non-profits, and government agencies. No eMarketing experience necessary. Expert instructors will provide updated information. $495

Jun 5-Sep 1	ONLINE CEUGC 516
Jul 4-Sep 29	ONLINE CEUGC 516

INTEGRATED MARKETING CERTIFICATE

This program provides an introduction to eMarketing, including improving email promotions, analyzing your website traffic, doing search engine optimization, and how to successfully employ online advertising. It is relevant for any type of organization, including businesses, companies, non-profits, and government agencies. $495

Jun 5-Sep 1	ONLINE CEUGC 528
Jul 4-Sep 29	ONLINE CEUGC 528

MASTERING VIDEO MARKETING CERTIFICATE

Video marketing is a hot trend. Shoppers who viewed product videos were 144% more likely to add the product to their cart. Video with good SEO has a 53% higher chance of showing up towards the top of google searches. A strong video tells a story and connects people, and leads to an emotion 'trigger' that plain text cannot do. $395

Jun 5-Sep 1	ONLINE CEUGC 520
Jul 4-Sep 29	ONLINE CEUGC 520

SOCIAL MEDIA FOR BUSINESS CERTIFICATE

For businesses, non-profit, government, and other organizations: Learn how Facebook, Twitter, blogging, YouTube, LinkedIn, and more can be used to develop a two-way communication and marketing strategy for your organization. Make a plan to integrate social networks in your workplace with the help of outstanding practitioners. $495

Jun 5-Sep 1	ONLINE CEUGC 515
Jul 4-Sep 29	ONLINE CEUGC 515

INSTRUCTOR SPOTLIGHT

SYLVIA AULL-HOLCOMBE

Leadership Skills

Sylvia Aull-Holcombe has over 25 years of experience as a human resources professional in a variety of industries. She has worked closely with all levels of employees to assist them with career management, succession planning, and professional development. She has designed and facilitated programs to assess and improve individual and team performance.

She is a certified Senior Professional in Human Resources (SPHR) through the National Society for Human Resources Management.

SCHOOL OF BUSINESS

GRANT WRITING

A TO Z GRANT WRITING

A to Z Grant Writing will take you through the process of finding and writing a grant application. Using a Theory of Change process to engage stakeholders in framing a grant application, you will prepare a draft of a grant application of your choice step-by-step. In doing so, you will learn what grant funders look for in an application. $169

May 17 – July 7	ONLINE	CEETG 555
Jun 14 – Aug 4	ONLINE	CEETG 555
July 12 – Sep 1	ONLINE	CEETG 555
Aug 16 – Oct 6	ONLINE	CEETG 555

SALES

PROFESSIONAL SALES SKILLS

Learn the entire sales process from beginning to the end including time management, marketing, pipeline management, turning prospects into buyers, providing proper customer service and how to develop a sales plan. $169

May 17 – July 7	ONLINE	CEETG 581
Jun 14 – Aug 4	ONLINE	CEETG 581
July 12 – Sep 1	ONLINE	CEETG 581
Aug 16 – Oct 6	ONLINE	CEETG 581

HUMAN RESOURCES

SHRM ESSENTIALS OF HUMAN RESOURCES

The SHRM Essentials of Human Resources is an introductory course offering a comprehensive overview of the key aspects of HR. It gives participants foundational knowledge and an introduction of behavioral competencies that are essential for business success. This course is ideal for those who are just starting out in the human resources profession, or those who are looking for an effective way to boost their employee management skills. $549

Jul 26-Jul 27 WTh 8:30 am-5:30 pm NEAST CEHRS 500 52

SHARE YOUR EXPERTISE

Adjunct professors needed for several business programs.
See details on page 18.

SUPERVISORY PROGRAM

NAVIGATE CHALLENGES WITH EASE.

This unique program offers a comprehensive blend of theory and experiential learning tools that prepares supervisors to succeed. Take these highly interactive classes as a complete unit, or just attend the modules you want.

You'll leave each class session with knowledge and skills you can immediately apply on your job!

SUPERVISORY UNIT 3: DEVELOPING AND RETAINING TALENT

Creating and maintaining a quality work team is a business imperative. Learn how proper interviewing and selection techniques, coupled with effective employee orientation and training, evaluation and recognition methods, enable supervisors to develop and retain a productive workforce. $399

May 16-Jun 13 T 1:30 pm-4:30 pm NEAST CELSD 513 67

SUPERVISORY UNIT 4: MANAGING THE PROCESS

Helping employees manage work processes involves setting goals, solving problems, making decisions, creating a plan, and managing the changes that are inevitable in any process. This unit takes a how-to, hands-on approach to managing each of these functions. $399

Jun 27-Aug 1 T 1:30 pm-4:30 pm NEAST CELSD 514 62

SUPERVISORY UNIT 5: LEADING FOR DESIRED RESULTS

Now, more than ever, leadership skills are critical. Situations require adaptive leadership skills in a diverse work environment. Learn to be a leader who drives major strategic initiatives and positions your organization to win. $399

Aug 15-Sep 12 T 1:30 pm-4:30 pm NEAST CELSD 515 63

SUPERVISORY UNIT 1: FINDING THE SUPERVISOR WITHIN

Participants will explore the role of supervisor and set specific goals in their professional and personal development. Understanding the fundamental responsibilities of a supervisor within the context of their specific work environment, they will develop confidence and clarity in their leadership role. $399

Sept 26 - Oct 24 1:30pm - 4:30pm NEAST CELSD 511

SUPERVISORY UNIT 2: COMMUNICATING FOR IMPACT

Communication is a necessity for successful supervision. This unit is designed to equip leaders with the skills they need to communicate clearly, listen carefully, give and receive feedback, and coach and counsel effectively. $399

Nov 7 - Dec 5 1:30pm - 4:30pm NEAST CELSD 512

SCHOOL OF BUSINESS

PERSONAL DEVELOPMENT

ESSENTIAL SKILLS (Modules)

*The courses below are part of the **Essential Skills Certificate**. They can be taken together or as standalone classes.*

CRITICAL THINKING AND PROBLEM SOLVING

Employers rank critical thinking as the most important skill for employees in the next five years. Critical thinking helps you step back, examine your thoughts, test assumptions, and process information more effectively. This course helps you identify your thinking style and follow a process to think critically, solve problems and make informed decisions. $125

May 16	T	6 pm-9 pm	VIRTUAL CECDS 722 16
Jul 22	S	1 pm-4 pm	VIRTUAL CECDS 722 17
Aug 14	M	6 pm-9 pm	VIRTUAL CECDS 722 18

DEALING WITH CONFLICT

Conflict is inevitable; the key is dealing with conflict in a way that produces positive outcomes. This course will help you learn how to work through situations and avoid the traps that damage relationships and negatively impact productivity and results. You will learn proven methods to recognize the signs of conflict and apply a process to resolve conflict effectively. $125

May 30	T	6 pm-9 pm	VIRTUAL CECDS 724 16
Jul 29	S	1 pm-4 pm	VIRTUAL CECDS 724 17

PERSONAL ACCOUNTABILITY AND PROFESSIONALISM

When you take on an attitude of accountability, you empower yourself to be responsible, accomplish your goals, and demonstrate professionalism. You will gain strategies to avoid the blame game, overcome obstacles, manage expectations, and achieve your highest potential. $125

May 9	T	6 pm-9 pm	VIRTUAL CECDS 720 16
Jul 15	S	1 pm-4 pm	VIRTUAL CECDS 720 17
Jul 31	M	6 pm-9 pm	VIRTUAL CECDS 720 18

PRINCIPLES OF TEAMWORK, COLLABORATION, AND TRUST

In almost every job, success depends on working together to achieve shared goals. Your ability to collaborate and learn from others is essential to getting the job done. This course will help you identify the key principles for being a team player and developing trusting relationships. $125

May 23	T	6 pm-9 pm	VIRTUAL CECDS 721 16
Jul 22	S	9 am-12 pm	VIRTUAL CECDS 721 17
Aug 7	M	6 pm-9 pm	VIRTUAL CECDS 721 18

TAKING CHARGE OF CHANGE

When you can recognize your internal reactions to change, you can better manage your responses. This course will help you learn strategies to accept change, reduce stress, and remain productive during the change process. $125

Jun 6	T	6 pm-9 pm	VIRTUAL CECDS 723 16
Jul 29	S	9 am-12 pm	VIRTUAL CECDS 723 17
Aug 21	M	6 pm-9 pm	VIRTUAL CECDS 723 18

VERBAL COMMUNICATION SKILLS

Poor communication creates chaos in the workplace and costs organizations millions of dollars each year in lost productivity, mistakes, and lost customers. Learn how to ensure your communication is clear and direct so that listeners receive information accurately. Improving your verbal communication skills can enhance working relationships and increase your success. $125

May 2	T	6 pm-9 pm	VIRTUAL CECDS 719 16
Jul 15	S	9 am-12 pm	VIRTUAL CECDS 719 17
Jul 24	M	6 pm-9 pm	VIRTUAL CECDS 719 18

ESSENTIAL SKILLS FOR SUCCESS

Save $155 when you combine all six program modules in one convenient course.

Do you have the right skills employers are looking for? Technical skills alone are not enough to meet employers' expectations for productivity and performance. In a recent survey, employers ranked professionalism, teamwork, critical thinking, and verbal communication as the most important skills in the workplace. This certificate will prepare you to be successful at work by building the core set of skills employers value most. By learning to communicate effectively, think critically, collaborate well with others, and demonstrate personal accountability, you will have the skills to succeed. $595

May 2-Jun 20	T	6 pm-9 pm	VIRTUAL CECDS 763 16
Jul 15-Aug 5	S	9 am-4 pm	VIRTUAL CECDS 763 17
Jul 24-Sep 11	M	6 pm-9 pm	VIRTUAL CECDS 763 18

ENHANCING YOUR PROFESSIONALISM

Building and maintaining a professional image is key to your success. Learn how to build self-confidence, present yourself professionally, and communicate more effectively. Take away the top traits of true professionalism. $125

Jul 18	T	9 am-12 pm	NEAST	CECDS 564 15

PURCHASING

CERTIFIED SUPPLY CHAIN PROFESSIONAL

This 100% online course will provide a holistic view of supply chain management and fully prepare you for the Certified Supply Chain Professional exam. You will learn how to translate the connection between the areas of planning, sourcing, manufacturing, and delivering into an integrated supply chain. By course completion, you will have a firm understanding of mitigation strategies, operationalize risk management practices and implement cost reduction measures. $2,295

Jun 1 – Nov 1	ONLINE	CEGAT-554
July 1– Dec 1	ONLINE	CEGAT-554
Aug 1 – Jan 1	ONLINE	CEGAT-554
Sep 1 – Feb 1	ONLINE	CEGAT-554

SCHOOL OF ENGLISH AND HUMANITIES

Below are the Training programs in the School of English and Humanities. The majority of the programs in this school are academic degrees, diplomas, and certificates.
Learn more at MIDLANDSTECH.EDU/schools

AUDIO ENGINEER

PROGRAM SPOTLIGHT

AUDIO ENGINEER

Are microphones, mixing consoles, compressors, EQ's reverbs, and power amps music to your ears? Then this may be the program for you.

Over nine months, you will learn from experienced instructors in a real studio to get a comprehensive perspective of audio engineering.

Classes can be taken in any order except Studio I, II, and III. A compressed version of this program is offered each spring with weekend options. Weekday options are offered each fall.

The following Audio Engineering classes meet at Midlands Audio Institute, 207 S. Prospect St., Columbia, SC 29205. 803.782.6910.

AUDIO ENGINEERING CERTIFICATE INFORMATION SESSION

Looking for a career as an Audio Engineer or Producer? Attend this free session and receive information about the Audio Engineering Certificate program, meet instructors and possibly win a door prize. Topics include: 5 Essential Tips to Becoming Employed in the Music Business, Earning Money with Your Music, and Finding a Career in the Music and Audio Business. $0

Aug 22	T	7 pm-8 pm	NEAST	CEMUS 547 12

DIGITAL MUSIC PRODUCTION

Learn how to record music at home with the latest in digital music production. Upon completion of course, students will be able to mix projects into MP3 or CD format. Topics include MIDI, signal flow, multi tracking, and more. This course includes a two-hour lab. Classes meet at Midlands Audio Institute, 207 S. Prospect St., Columbia, SC 29205. 803.782.6910. $449

May 6-May 13	S	9 am-5 pm	MAI	CEMUS 525 16

BUSINESS WRITING

BUSINESS GRAMMAR

Prevent embarrassing errors and increase your writing success with this intensive one-day program. Gain important tips on correct use of the English language and grammar rules. $259

May 25	Th	9 am-4 pm	NEAST	CEWCS 500 68

BUSINESS LETTER WRITING

Learn to write business letters that get results. This course will help you write clear, concise, and well-organized letters that present a positive, professional image of you and your organization. $259

Aug 21	M	9 am-4 pm	NEAST	CEWCS 501 13

BUSINESS WRITING ESSENTIALS

Writing is an essential way of communicating with others. The quality of your writing impacts how people view you and your organization. This course provides a grammar refresher and review of basic writing concepts such as structuring documents and proofreading. $249

Jun 13-Jun 20	T	6 pm-9 pm	VIRTUAL	CEWCS 541 16
Aug 5	S	9 am-4 pm	VIRTUAL	CEWCS 541 17
Aug 28-Sep 4	M	6 pm-9 pm	VIRTUAL	CEWCS 541 18

FUNDAMENTALS OF TECHNICAL WRITING

Learn the fundamental techniques that all successful technical writers use especially how to translate complex information into easily understood language, and how to become a wizard at marrying the art of publishing with the science of technology. $169

May 17 – July 7	ONLINE	CEETG 581
Jun 14 – Aug 4	ONLINE	CEETG 581
Jul 12 – Sep 1	ONLINE	CEETG 581
Aug 16 – Oct 6	ONLINE	CEETG 581

VIRTUAL TOURS
Discover MTC's Airport, Beltline, or Northeast campuses from right where you are.
Explore Now | MIDLANDSTECH.EDU/campuses

SCHOOL OF EDUCATION AND PUBLIC SERVICE

Below are the Training programs in the School of Education and Public Service. The majority of the programs in this school are academic degrees, diplomas, and certificates.
Learn more at MIDLANDSTECH.EDU/schools

CAREER DEVELOPMENT FACILITATOR

FACILITATING CAREER DEVELOPMENT - FAST TRACK

This training provides individuals with relevant skills and knowledge to assist others in planning careers and obtaining meaningful work. This 120-hour online course developed by the National Career Development Association is a hybrid, combining face-to-face sessions both in-person and online and coursework using web-based instruction, use of the course textbook (included in fee), and an independent study presentation.
The first onsite session is held at the Northeast Campus for orientation and picking up the course textbook from 9:00 - 4:00 pm. The course is paced to complete in eight weeks (fast-track) instead of the normal four-month pace. Completion of this course supports application for the GCDF and CCSP credentials. $1099

Jun 13-Aug 9 TWTh 9 am-4 pm NEAST CECDF 601 16

FACILITATING CAREER DEVELOPMENT

This training provides individuals with relevant skills and knowledge to assist others in planning careers and obtaining meaningful work. This 120-hour online course developed by the National Career Development Association is a hybrid, requiring one in-person meeting on first day of class, virtual meetings via a platform such as Zoom, web-based instruction on your own, use of the course textbook (included in fee), and independent study. The first and only onsite session is on day one from 10 a.m. to 1 p.m. for
orientation and textbook pick up at the Northeast Campus. Completion of this course supports application for the GCDF and CCSP credentials. $1099

May 12-Sep 13 WFS 10 am-1 pm HYBRID CECDF 600 35

CERTIFICATE IN LEARNING STYLES

New research and information is coming out frequently now about how your learners - and you - learn. Get the most advanced information about the three most important and most prevalent characteristics you experience with your participants: generation, gender, and the autism spectrum. $395

Jun 5 – Oct 27 ONLINE CEUGC TBD

CERTIFICATE IN ONLINE TEACHING

For those new to teaching online, or those already teaching online. Certified Instructor (COI) requires the registrant to take a 50 question exam. The registrant will have their students evaluate an online course, and the Chair of the LERN Faculty Advisory Board will critique one of the registrant's online courses. $495

Jul 4 – Sep 29 ONLINE CEUGC 512

INSTRUCTOR SPOTLIGHT

DR. SHARON GIVENS | Career Development | Essential Skills

Dr. Sharon Givens is a researcher, licensed psychotherapist, supervisor, career counselor, professional trainer, and academician. Sharon is a National Board Certified Counselor, a Board Certified Tele Mental Health Provider, Certified Career Counselor, Board Certified Life and Career Coach, Human Services Board Certified Practitioner, Approved Clinical Supervisor, a Global Career Development Facilitator, a Career Development Facilitator Instructor, a Certified Career Services Provider, National Career Development Association Master Trainer, a DISC Personality Trainer, A Birkman Facilitator, Franklin Covey Facilitator, and a True Colors Facilitator. She has developed and conducted over 500 training/seminars across the country and in West Africa. Sharon is a member of the Board of Directors for National Career Development and is currently serving as the President of the National Career Development Association.

PERSONAL ENRICHMENT

On the college website, Personal Enrichment courses are listed separately from MTC's 8 Schools of Study. View offerings at MIDLANDSTECH.EDU/programs-and-courses/personal-enrichment

LANGUAGES

BEGINNING CONVERSATIONAL FRENCH

Learn the basics of conversational French including proper pronunciation of French words that you'll use in your travels as well as cultural tips including appropriate gestures and body language. $169

May 17 – July 7		ONLINE	CEETG 689
Jun 14 – Aug 4		ONLINE	CEETG 689
July 12 – Sep 1		ONLINE	CEETG 689
Aug 16 – Oct 6		ONLINE	CEETG 689

SPANISH I

Learn basic Spanish conversational skills needed to communicate effectively, ask questions and understand the answers given. Text is included with tuition. $239

May 1-Jul 10	M	6 pm-8 pm	AIRPT	CELNG 510 40

SPEED SPANISH I

Just like in English, Spanish sentences are made up of different parts-nouns, verbs, and phrases. In this course, you will learn how to glue those different parts together using a series of recipes. This first lesson will teach you the Magic Circle Recipe-a recipe so powerful that, by learning 200 vocabulary words, you will be able to say close to 150,000 sentences in Spanish. Learn a little, do a lot! $169

May 17 – July 7	ONLINE	CEETG	564
Jun 14 – Aug 4	ONLINE	CEETG	564
July 12 – Sep 1	ONLINE	CEETG	564
Aug 16 – Oct 6	ONLINE	CEETG	564

INTERIOR DECORATOR

INTERIOR DECORATING

Students will learn concepts about color and pattern relationships, floor-planning skills, window treatments, furniture selection, cost estimations, accessories, and other topics. Students will complete projects to help them learn the concepts and apply real-world examples. $539

May 31-Jul 6	WTh	6 pm-9 pm	NEAST	CEDCP 546 08

PERSONAL FINANCE

PERSONAL FINANCE

Set clear financial goals, make the right investments, increase financial security, and be prepared to retire someday. This course will help you gain control over the financial impact of your choices with tools that are useful, realistic, and easy to work into your regular routine. $169

May 17 – July 7	ONLINE	CEETG	545
Jun 14 – Aug 4	ONLINE	CEETG	545
July 12 – Sep 1	ONLINE	CEETG	545
Aug 16 – Oct 6	ONLINE	CEETG	545

DEFENSIVE DRIVING

DEFENSIVE DRIVING

Licensed drivers may take this eight-hour National Safety Council course every three years. Successful completion will remove up to four points (except DUI) on a SC driver's license, including CDL. Driver's license number and state required when registering. May reduce insurance costs. Defensive driving techniques are stressed through lectures, videos, and classroom demonstrations. NOTE: Arrive 10 minutes early. No late arrivals will be admitted. Bring a pen or pencil to class. $99

May 6	S	8 am-5 pm	NEAST	CEDDC 500 50
May 20	S	8 am-5 pm	NEAST	CEDDC 500 51
Jun 3	S	8 am-5 pm	NEAST	CEDDC 500 52
Jun 17	S	8 am-5 pm	NEAST	CEDDC 500 53
Jul 15	S	8 am-5 pm	NEAST	CEDDC 500 54
Jul 29	S	8 am-5 pm	NEAST	CEDDC 500 55
Aug 12	S	8 am-5 pm	NEAST	CEDDC 500 56
Aug 26	S	8 am-5 pm	NEAST	CEDDC 500 57

MOTORCYCLE

BASIC MOTORCYCLE

Learn basic motorcycle riding techniques in this beginner-level course. The motorcycle range activity includes riding on small (100-350 cc) training motorcycles. NOTES: 1) For license waiver option, present motorcycle permit at first class and pass all assessments. 2) A three-hour online e-course is required before the first class. You will be emailed a code to access this e-course. You must present certificate of e-course completion to instructor at first class. 3) You will need to pass both a written and riding assessment to receive a completion certificate. Prerequisite: Must be eligible for a motorcycle driver's license and be able to ride a bicycle. This course is not an alternate to the driver education requirement for under 18-year-old drivers. Meets the standards set by SC law for insurance discount. Half helmets are not allowed, must be full face or open face helmet. $299

Aug 18-Aug 20	F	6 pm-8 pm	BLTLN	CEMOT 501 01
	SSu	8 am-5 pm		
Aug 25-Aug 27	F	6 pm-8 pm	BLTLN	CEMOT 501 02
	SSu	8 am-5 pm		
Jun 2-Jun 4	F	6 pm-8 pm	BLTLN	CEMOT 501 03
	SSu	8 am-5 pm		
May 5-May 7	F	6 pm-8 pm	BLTLN	CEMOT 501 94
	SSu	8 am-5 pm		
May 19-May 21	F	6 pm-8 pm	BLTLN	CEMOT 501 95
	SSu	8 am-5 pm		
Jun 16-Jun 18	F	6 pm-8 pm	BLTLN	CEMOT 501 97
	SSu	8 am-5 pm		
Jul 7-Jul 9	F	6 pm-8 pm	BLTLN	CEMOT 501 98
	SSu	8 am-5 pm		
Jul 14-Jul 16	F	6 pm-8 pm	BLTLN	CEMOT 501 99
	SSu	8 am-5 pm		

Transfer Your Military Expertise into a New Civilian Career

MTC offers nationally recognized certifications and training programs that provide greater employment opportunities for veterans.

TUITION ASSISTANCE

Military tuition assistance is dependent primarily upon your command. All of our programs that are approved for veterans education benefits lead to MTC certificates and/or industry certifications. All participants are awarded CEUs and clock hours. Many commands will approve tuition assistance for promotion points, career advancement, and morale purposes. Check with your Education Service Officer (ESO) to find out more.

VA VOCATIONAL REHABILITATION

All courses, certifications, and QuickJobs programs must be pre-approved by a VA Vocational Rehabilitation and Employment Counselor. To find out more about this process, please contact your current VA Vocational Rehabilitation Counselor or contact the local VA Regional Office at **803.647.2444** or visit **benefits.va.gov/vocrehab/index.asp.**

LOOK FOR THIS SYMBOL TO IDENTIFY PROGRAMS
APPROVED FOR VA EDUCATION BENEFITS

The South Carolina Commission on Higher Education State Approving Agency has approved Midlands Technical College for veteran's education and training (GI Bill®).

CORPORATE TRAINING

Workforce Innovators: Using Apprenticeships to Solve Challenges

How do employers find and keep talent in this current, challenging labor market? In a recent webinar hosted by MTC Business Solutions, three employers shared a strategy that is working for them: apprenticeships. Here are some highlights from the employers:

Michael Hall, Director, First Priority Medical Transport:
"When we opened up applications using the apprenticeship model, we had 100 applicants to apply for 15 positions. Honestly, before apprenticeship, we wouldn't have 100 applicants in a year. To have 100 applicants for a single posting certainly has done amazing things for us and our ability to sustain."

Vanessa Hall, Vice President of Human Resources, Boys and Girls Club of the Midlands:
"The return on the investment a year and a half later is certainly worth it. It is an easier process than all of our previous recruiting tactics. It is work to map out the plan when you are first getting started, but the folks at MTC and Apprenticeship Carolina will certainly help you every step of the way. Then once you've set the apprenticeship up, it's pretty much runs on auto pilot and takes care of itself. I would tell you, it's also probably less work and effort than what you are already doing to find candidates."

Michael Hall

Vanessa Hall

Regina LaBrew

Regina LaBrew, Workforce Coordinator, Columbia Urban League:
"We are using pre-apprenticeships as a tool to help serve our participants and assist youth with real life work experience. We were already offering a summer workshop series and doing year-round mentoring, so now with Midlands Technical College's help we are also providing essential skills training and tailoring our program in a way that benefits not only the young people we serve, but also employers in our community. We are creating a conduit to help to create a work path for our young people and provide them the skillsets they need to be more valuable to their future employers."

Read more and view the complete webinar at MIDLANDSTECH.EDU/programs-and-courses/corporate/resources.

MTC's Business Solutions team works to connect business customers to the best corporate training and consulting resources available. Whether you are looking to enhance the skills of one employee or revamp your entire workforce, we can help you identify and implement the right solution to help you meet your organizational goals.

CORPORATE CUSTOMER EXPERIENCE

We know how it works.

Training decisions can be difficult, and there's a lot to consider. Our hope is that you will always consider us, first.

This is how we work to give you the best options and resources in the industry:

1 IDENTIFY THE NEED

> We start with a conversation with you to understand your needs

> Then, we identify your budget and explore the available funding options

2 FIND THE SOLUTIONS

> We explore the training options and resources available to best address your needs

> Then, we work with you to develop a winning solution that's within your budget

3 IMPLEMENTATION AND FUTURE SUCCESS

> We will deliver the agreed upon solution, ensure your overall satisfaction, and ask for referrals

> Then, we will assist you in calculating ROI, and identify the next steps to keep you moving forward

MTC Business Solutions
MIDLANDSTECH.EDU/corporate
803.691.3907 | corporatetraining@midlandstech.edu

QUICK, EASY, AFFORDABLE PAYMENT OPTIONS

Learn about financial assistance options at MIDLANDSTECH.EDU/TrainingStudentResources or call 803.732.0432.

A 2.5% card service fee will be applied to all credit and debit card transactions used to pay tuition and fees.

CONTINUING EDUCATION UNITS (CEUS)

The CEU is a nationally recognized method for recording participation in a continuing education program that does not carry toward a degree, but does meet established standards for increasing knowledge and competencies. One CEU is awarded for each 10-contact hours of successful completion in an organized, non-credit continuing education program. Records for CEUs are kept on file in the Registrar's office at Midlands Technical College. No CEUs are awarded for personal enrichment courses.

CHANGE NOTIFICATION

Midlands Technical College reserves the right to make necessary changes to registration fees, course dates, times, curricula, and faculty. This includes canceling courses when there is insufficient enrollment. Every effort will be made to work with students who have already enrolled in a course where changes were made.

REFUNDS

> You must officially withdraw from a class to receive a refund.
> If you do not withdraw, and do not attend, you are still responsible for payment.
> You may request a transfer into another class, or you can send someone else in your place.
> Tuition will be refunded 100% for any classes canceled by the college.

To withdraw, contact the Corporate and Continuing Education Registration Office at 803.732.0432.

DAYS BEFORE START OF CLASS	% OF REFUND
5 OR MORE	100%
1 TO 4	50%
0	0%

SPECIAL ACCOMMODATIONS

The college requests that students make requests for accommodations as soon as possible prior to the first day of class. Accommodations are determined on an individual basis and are not retroactive. Please call 803.822.3505 for more information.

All registrations require proof of legal presence in the U.S.

Midlands Technical College (MTC) does not discriminate in admissions, educational programs, or employment on the basis of race, sex, sexual orientation, national origin, ethnic group, color, age, religion, disability, genetic information, gender, gender identity, military service, pregnancy, childbirth, or related medical conditions including but not limited to lactation, or any other category protected by applicable law. In compliance with all federal and state laws, including Section 35.107 of the Department of Justice regulations, the Age Discrimination Act of 1967, Title VI and Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1992 as well as the ADA Amendments of 2008 (ADAA), the South Carolina Pregnancy Accommodations Act of 2018 and the Genetic Information Nondiscrimination Act of 2008 (GINA), Midlands Technical College offers access and equal opportunity in its admissions policies, academic programs and services, and employment of disabled individuals in that no otherwise qualified person will be denied these provisions on the basis of a disability. Midlands Technical College also prohibits retaliation against any person for bringing a complaint of discrimination or for participating in an investigation of a complaint of discrimination. Student inquiries or complaints should be directed to Ms. Debbie M. Walker in her position as Chief Compliance Officer/Title IX Coordinator. She can be reached at Midlands Technical College in Suite 165, Saluda Hall, Airport Campus, 1260 Lexington Drive, West Columbia, SC 29170; by telephone at 803.822.3261; or email at walkerd@midlandstech.edu. Faculty and staff inquiries or complaints should be directed to Ms. Nicole B. Edwards in her position as Assistant Director of Human Resource Management/Equal Employment Opportunity (EEO) Officer. She can be reached at Midlands Technical College in Suite 134, Reed Hall, Airport Campus, 1260 Lexington Drive, West Columbia, SC 29170; by telephone at 803.822.3050; or email at edwardsn@midlandstech.edu.

IT'S EASY TO REGISTER

1 REGISTER ONLINE

Quickly and easily at MIDLANDSTECH.EDU

2 FILL OUT A FORM

See next page or download one at MIDLANDSTECH.EDU/TrainingStudentResources

Email it to **cce@midlandstech.edu, fax it to 803.732.5255,** or take it to one of our convenient registration offices.

3 CALL US

803.732.0432

M-Th, 8 am - 4:30 pm | F, 8 am - 1:30 pm

REGISTRATION OFFICES

AIRPORT CAMPUS
Academic Center, Room 110
M–W, 8 am – 5 pm
Th, 8 am – 5:30 pm
F, 8 am – 1:30 pm

BATESBURG-LEESVILLE CAMPUS
T and Th, 8 am – 4:30 pm

BELTLINE CAMPUS
Student Center, 2nd Floor
M–W, 8 am – 5 pm
Th, 8 am – 5:30 pm
F, 8 am – 1:30 pm

HARBISON CAMPUS
Harbison Hall, Room 101
M–Th, 8 am – 4:30 pm
F, 8 am – 1:30 pm

TRAINING PROGRAMS REGISTRATION FORM

MIDLANDS TECHNICAL COLLEGE

INDIVIDUAL REGISTRATION/PAYMENT

Please register me for the following course(s): (Example: CEBEG 517 21 Intro to Computers Sep 1-2 NEAST $129)

Course: _____ Title: _____ Date: _____ Location: _____ Price: _____

Course: _____ Title: _____ Date: _____ Location: _____ Price: _____

Course: _____ Title: _____ Date: _____ Location: _____ Price: _____

Name: _____ SSN: _____ DOB: _____
First MI Last

Email address for notifications: _____ Drivers License #: _____ State: _____
Driver's license # and state required to verify lawful presence

Home Address: _____
Street City State Zip Code

Phone # for notifications: _____ _____ _____
Day Night Cell

Gender*: ☐ Male ☐ Female Race*: ☐ Asian ☐ Black/African American ☐ White

Ethnicity*: ☐ Hispanic/Latino ☐ Non-Hispanic/Non-Latino
☐ American Indian/Alaskan Native ☐ Hawaiian/Pacific Islander

*Voluntary information used for institutional effectiveness reporting.

Check Enclosed for: $_____ Check #: _____

Card type: ☐ MasterCard ☐ VISA ☐ DISCOVER ☐ AMERICAN EXPRESS Card Number: _____ Expiration: _____

A 2.5% credit card service fee will be applied to all credit and debit card transactions used to pay tuition and fees.

Card Identification Number (3 digits on back of card): _____

Name as listed on credit card: _____ Signature: _____

INDIVIDUAL REGISTRATION/BILLING

REGISTER ONLINE | Register with a credit card at MIDLANDSTECH.EDU/schools

REGISTER BY PHONE | Call our registration office at 803.732.0432

REGISTER WITH THIS FORM | Return completed form via one of the methods below:

> Securely upload file: https://sharefile.midlandstech.edu/cce
> Email: CCE@midlandstech.edu
> Stop by one of our registration locations listed at MIDLANDSTECH.EDU/TrainingStudentResources
> Mail to Midlands Technical College, Corporate and Continuing Education, PO Box 2408, Columbia, SC 29202

COMPANY REGISTRATION/BILLING

Company Registration/Billing may be handled three ways:

1. By letter of authorization on company letterhead with the company's address, phone number, and point of contact information along with the statement of authorization to bill
2. By purchase order
3. By company check or company credit card

Each request to register and bill must include the personal information listed above along with either a letter of authorization, purchase order, check, or credit card information.

Refunds may be granted with advanced notification. See details on prior page or call 803.732.0432 with questions.

Find us where you are.

We have six campuses and offer online courses to fit your schedule.

1. **Airport Campus**
   West Columbia
2. **Beltline Campus**
   Columbia
3. **Harbison Campus**
   Irmo
4. **Northeast Campus**
   Northeast Columbia
5. **Batesburg-Leesville Campus**
   Batesburg-Leesville
6. **Fairfield Campus**
   Winnsboro

MIDLANDS TECHNICAL COLLEGE

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TRANSFORM YOUR TOMORROW.

MTC offers 150+ programs in 8 Schools of Study. Our courses are taught in-person, virtual, online, and in hybrid formats. It's learning flexibility to fit your needs and goals.

School of ADVANCED MANUFACTURING AND SKILLED TRADES

School of BUSINESS

School of EDUCATION AND PUBLIC SERVICE

School of ENGLISH AND HUMANITIES

School of HEALTH CARE

School of SCIENCE, INFORMATION TECHNOLOGY, ENGINEERING, AND MATH (STEM)

School of SOCIAL AND BEHAVIORAL SCIENCES

School of INTERDISCIPLINARY STUDIES